

President

2023-24 President Elect / Acting as President

This role description should be read in conjunction with the Terms of Reference for the Board of Trustees and for Advisory Council, along with the Trustees Code of Conduct. Trustee roles are subject to meeting Charity Commission eligibility criteria for trustees available [here](#). No member should stand for election to a trustee position or serve in that position if they do not meet the criteria or have been disqualified. Charity Commission auto-disqualification information is available [here](#).

The Charity Commission provides useful [5 minute guides](#) on what it entails to be a trustee. You can also click [here](#) to access video resources for Charity trustees.

In the 2023 elections, the member elected as President Elect will also serve as Acting President July 2023-June 2024. Additional support and training together with mentoring will be made available to such individual.

In line with our EDI principles; to encourage members from different socio- economic backgrounds, an eligible post holder may apply for a discretionary stipend which may be payable subject to an assessment of eligibility by the Stipend Sub-Committee and the Charity Commission's approval.

Role overview

In addition to acting as Chair of the Board and Council, the President will also act as figurehead for the Landscape Institute, providing leadership, instigating, developing and maintaining links with key contacts and partners, and representing the institute at functions, meetings and in the media as appropriate.

Key Responsibilities (in addition to the general responsibilities of a [trustee](#)):

1. To provide leadership to the Landscape Institute through chairing the Board of Trustees and the Advisory Council and to ensure that Board and Council members fulfil their duties and responsibilities for the proper governance of the Institute.
2. To ensure that both Board and Council members work in accordance with the duties responsibilities and principles laid down in their terms of reference.
3. To support, and where appropriate, to constructively challenge the Chief Executive Officer and to ensure that the Board works in partnership with the CEO and staff team.

Duties and tasks to fulfil the key responsibilities

To guard the long-term future of the Institute by ensuring that:

1. The Board sets the mission, vision, strategy and high-level policies for the Institute within the powers and restrictions of the Charter;
2. Board takes steps to monitor the performance of the Institute and to ensure that the Institute satisfies all regulatory and legal compliance requirements;
3. The Board regularly review principal risks to which the Institute is exposed and establish systems to mitigate these risks without the Institute becoming inappropriately risk averse;
4. The Institute has a satisfactory system for safeguarding the Institute's assets and promoting appropriate investments within the constraints of the law, ethical and/or other policies laid down by the Board;

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5. The Institute maintains a clear Equity, Diversity & Inclusion Policy and ensures that it is proactive in delivering its aims;

To ensure the highest possible standards of governance by ensuring that:

1. The Institute has an appropriate governance structure which is reviewed regularly;
2. The Board delegates sufficient authority to its committees, the Officers, Trustees, Chief Executive and others to enable the business of the Institute to be carried on effectively;
3. Any delegated authority is written in the appropriate terms of reference, role descriptions and that the Board monitors these delegated powers.
4. Board members collectively have the skills required to govern the Institute well, and the Board has access to relevant external professional advice and expertise
5. As Chair of Council that there is a systematic, open and fair procedure for elections, recruitment and/or co-option of trustees, recruitment and/or co-option of council members. ;
6. As Chair of Board that there is a systematic, open and fair procedure for recruitment and appointment of future Chief Executives
7. Trustees act reasonably, always in the interests of the Institute;
8. The Board regularly reviews its performance (including Board Performance Appraisals)

To ensure the proper and efficient conduct of Board / Council meetings by:

Chairing meetings effectively, seeking consensus, balancing the need for full debate on key questions with the expeditious despatch of business so as to reach clear and agreed decisions as swiftly as possible;

1. Encouraging all Board/Council members to participate and to feel free to challenge constructively both the Chair and the CEO
2. Taking an active role in ensuring that agendas reflect timely key Board/Council business;
3. Ensuring that the CEO and staff team provide relevant, timely and accurate information in order to allow the Board/Council to discharge its responsibilities. This should include alerting of major risks, informing of current and future key issues and about external changes which may impact on the organisation;
4. Ensuring that decisions are made in the best, long-term interests of the LI and that the Board/Council takes collective ownership of these decisions;
5. Ensuring that Board/Council decisions are implemented;
6. Ensuring that there is an annual programme of Board, Council and committee meetings;
7. Ensuring appropriate communication between the Standing Committees, the Board and Council.

To support the Chief Executive by:

1. Ensuring there are clear open processes for the recruitment (and if necessary, dismissal) of the Chief Executive, and for ensuring through the Remuneration Committee the remuneration package of the Chief Executive is set and reviewed as appropriate.;
2. Ensuring that the Board focuses on its governance and supervisory remit and is clear that its role is not to act as a management committee;

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3. Providing leadership to the Chief Executive to ensure that the Institute is run in accordance with the decisions of the Board and the Institute's Charter and that there is clarity about the Institute's objectives at all levels;
4. Communicating regularly and arranging meetings with the Chief Executive at appropriate frequency and developing a close professional relationship with the Chief Executive within which each can speak openly about concerns and challenges;
5. Ensuring that appropriate supervision arrangements are in place for the Chief Executive, and that the Chief Executive is acting in a manner consistent with their responsibility to the Board as a whole and not to any one individual trustee or group of trustees;
6. Ensuring that the Chief Executive's performance is reviewed regularly;
7. Ensuring the Chief Executive has the opportunity for professional development and has appropriate external professional support;
8. In partnership with the Chief Executive, to agree respective roles in representing the Institute and acting as spokesperson.

To make sure that the Board understands and fulfils its responsibility to hold the Chief Executive and Senior Management to account by ensuring that:

1. When necessary, the President and the trustees challenge the Chief Executive constructively and in the best interests of the Institute;
2. The Chief Executive is clear about the key performance indicators by which they will be held accountable;
3. The Chief Executive understands their crucial responsibility to provide relevant, honest, timely, high-quality information and advice to the Board of trustees;
4. There are appropriate mechanisms, both internal and external, to verify that the Board receives a balanced and honest picture of how the Institute is doing.

To ensure the Board works in partnership with management by:

1. Ensuring, through the Chief Executive, a performance evaluation process is in place for everyone in the Institute and that the Institute invests in the development of staff;
2. Ensuring that whenever practicable, trustees visit Institute branches and committees, attend events organised by the Institute as appropriate and have informal opportunities to meet the staff and beneficiaries.

Vice-President

1. Support and shadow the President in their work
2. Stand in for the President should they be unavailable or serve as Acting President where required
3. Undertake specific assignments at the request of the President