

Deputy Chair of Trustees

Role Description & Person Specification

Simon Hill HonFRPS
President and Chair of Trustees, Royal Photographic Society

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Deputy Chair of Trustees

Role Description

Role Title

The office of **Deputy Chair of the Board of Trustees** exists under provision of RPS By Law 12.

Appointment

The Deputy Chair shall be elected by the Board of Trustees from amongst their number under provision of By Law 12.1.

In the event of the death or resignation of the Deputy Chair of Trustees, the Board of Trustees shall appoint one of their number to be the Deputy Chair of Trustees under provision of By Law 12.4.

Term of Office

The Deputy Chair shall serve for a term of two years or for such other period as may from time to time be determined and agreed by the Board of Trustees under provision of By Law 12.1. A Trustee holding the office of Deputy Chair may be re-elected biennially to that same office subject to the majority support of the Board. No election or re-election shall extend the tenure of the Deputy Chair as a Trustee to exceed six years as limited by By Law 9.4

Role Objective

The Deputy Chair shall deputize for the President at General Meetings and Board meetings under provision of By Law 12.3.

Principal Responsibilities

- **In the absence of the President & Chair of Trustees**, the Deputy Chair shall preside over all General and Board meetings.
- Where appropriate and agreed by the President and Board of Trustees, such as when the President is experiencing a high RPS related work load, relevant duties of the President will be devolved to the Deputy Chair.
- At the discretion of the President the Deputy Chair will deal with disciplinary matters.
- For the avoidance of doubt, even in the absence of the President & Chair of Trustees, the Deputy Chair shall not be required to deliver an Address to the RPS during their term of office.
- For the avoidance of doubt, the office of Deputy Chair of Trustees is not to be considered as President Elect or as Vice President or as President Designate and not should not be considered a route to either of those positions.

- As appropriate, the Deputy Chair of Trustees will work alongside the President & Chair of Trustees, to provide advice, opinion and ideas towards achieving the strategic aims of the organisation and to act as a sounding board.

Other responsibilities **in the absence of the President**

(1) Strategic Leadership

- Ensure effective leadership to the RPS and its Board, ensuring that the RPS has maximum impact for its beneficiaries.
- Ensure that Trustees fulfil their responsibilities for the effective governance of the RPS.
- Ensure that the Board prioritizes the charitable objectives of the RPS and provides clear strategic, regulatory and moral direction for the RPS.
- Ensure that the Board is able to regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities and manage and mitigate the risks.
- Ensure that the Board fulfils its duties to ensure sound financial health of the RPS, with systems in place to ensure financial accountability.

(2) Governance

- Ensure that the governance arrangements are working in the most effective way for the RPS.
- Develop the knowledge and capability of the Board and of individual Trustees.
- Encourage positive change and address and resolve any conflicts within the Board.
- Appraise the performance of the Board on an annual basis.
- Ensure that the Board of Trustees is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively and which also reflects the wider population.
- Work within any agreed policies adopted by the Board.

(3) External Relations

- Act as an Ambassador for the objects of the RPS and for the RPS as an organisation.
- Build and maintain effective relationships with members of Government and key influencers.
- Act as a spokesperson for the organisation.
- Represent the RPS at external functions, meetings and events.
- Facilitate change and address any potential conflict with external stakeholders.

(4) Efficiency and Effectiveness

- Chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision-making process.
- Ensure that Trustees are fully engaged and that decisions are taken in the best, long-term interests of the RPS and that the Board takes collective ownership of decisions.
- Foster, maintain and ensure that constructive relationships exist with and between the Trustees.

- Work closely with the CEO to give direction to Board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of Trustees.
- Monitor that decisions taken at meetings are implemented.
- The Chair has the right to attend (as an *ex officio* member) the three principal subcommittees (Nominations Committee, Representatives' Committee and Members' Committee), together with any other standing or *ad hoc* Committees or Working Groups of the RPS.

(5) Relationship with the Chief Executive Officer (CEO) and the Senior Leadership Team (SLT)

- Establish and build a strong, effective and a constructive working relationship with the CEO, ensuring s/he is held to account for achieving agreed strategic objectives.
- Support the CEO, whilst respecting the boundaries which exist between the two roles.
- Ensure regular contact with the CEO and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges.
- Liaise with the CEO to maintain an overview of RPS affairs, providing support as necessary.
- Conduct an annual appraisal for the CEO in consultation with other Trustees.
- Ensure that the CEO has the opportunity for professional development and has appropriate external professional support.
- As required, attend SLT meetings to develop and maintain open and supportive relationship with SLT members and provide support as necessary.
- If necessary, take the lead on resolving any conflict between the CEO and the SLT.

Deputy Chair of Trustees

Person Specification

Membership of the RPS

As is a requirement for all Trustees of the RPS, the Deputy Chair of Trustees must be a fully paid-up Member (or Honorary Member or Honorary Fellow) of the RPS.

Personal Qualities

- Honesty, integrity and a robust commitment to work for the sustainable development of the RPS and for the benefit of the Members and beneficiaries.
- A strong and visible passion and commitment to the RPS, its charitable objects, its strategic objectives and its wider cause.
- Strong inter-personal and relationship building abilities.
- Tact and diplomacy, with the ability to listen and engage effectively.
- Ability to foster and promote a collaborative team environment.
- Able to commit time to expertly deliver on the role of Deputy Chair of Trustees.
- Willing to work out of normal office hours and to occasionally travel for RPS purposes.

Experience

- Operating at a senior strategic leadership level (ideally a board position or, as a minimum, senior management team) within an organisation of similar size or structure to the RPS.
- Demonstrate a successful track record of achievement through their career.
- Experience of charity governance and working with or as part of a Board of Trustees.
- Significant experience of chairing meetings and events.

Knowledge and Skills

- Broad knowledge and understanding of the photography sector to encompass history, fine art, professional and amateur segments, and current issues affecting that sector.
- Strong leadership skills, ability to operate strategically with focus on achieving objectives often in the face of resistance to change.
- Financial management expertise and a broad understanding of charity finance issues
- Good understanding of charity governance issues.