

ROLE DESCRIPTION - PRESIDENT

Responsible to: Board of Trustees

Main purpose of role/summary:

The role of President is a high-profile figurehead role. This is a non-executive role but the holder is a member of the board and may vote at meetings. The President also acts as Chair for meetings of the Board, the AGM and any other *ad hoc* meetings (eg EGM, SGM) as may be required from time to time.

Main duties/tasks:

- To work with the Chief Executive and within the agreed strategic and business direction agreed by the Board.
- To act as an ambassador and advocate for the organisation.
- To be present at key member or public events, such as the AGM, key high-profile events or conferences.
- To represent the organisation and its members to wider external stakeholder groups.
- To be available to staff to promote projects and activities in which they are engaged.

Person specification

Key skills, attributes and desirable qualities:

The President will:

- Have high standing and reputation within the industry
- Be visionary about the industry and the Institute's role within it
- Have developed and maintain an extensive network of contacts so is well connected both within the sector or industry and outside
- Have public speaking and media experience and skills
- Be known as an influencer and be able to shape the views of stakeholders and other external audiences
- Be able to articulate and support the organisation's strategy
- Accurately and consistently promote the organisation's key messages
- Commit to attending meetings and being conversant with current issues
- Work collaboratively with the Board, Staff and Volunteers
- Hold professional membership of the NI.

The President will also demonstrate:

- The ability to contribute at least one day per month on NI matters
- Observance of the NI's Code of Conduct at all times (including Board Code of Conduct)
- An appreciation of the roles and responsibilities of the staff of the NI and respect for their time and expertise
- IT literacy, to be able and willing to use technology on NI business.

The President will hold office for two years and is appointed by the Board on the recommendation of the Nominations Committee. The role is usually preceded by one year on the Board of Trustees. After completing their 3-year term the postholder may stand down or serve a further 3-year term as a trustee.