

## **Chair / Treasurer**

BEFS is seeking confident and resourceful individuals who are proactive, determined and collaborative for the roles of Chair and Treasurer. Whilst they will be able to demonstrate a strong interest in and/or past experience of working in the built and historic environment, they will not necessarily require a professional qualification in these areas.

### **Desirable Qualities**

- Political credibility, authority, chairing and leadership abilities;
- Proven and credible experience of board level governance;
- Visionary and motivational leadership; able quickly to earn and command respect, build trust and inject enthusiasm;
- Excellent communication and negotiation skills;
- Proven intellectual strengths but with flexibility to move from broad strategy to the management of detail;
- Considerable presence and credibility; an obvious standard bearer for BEFS and a champion for the built and historic environment;
- Strong and effective networking skills; able to relate well to people at all levels;
- The ability to work collaboratively building a broad range of positive alliances and partnerships, able to build consensus;
- A high degree of personal and professional integrity;
- Empathy with the voluntary and environmental sector on Scotland;
- Experience of public life and understanding of how government works;
- Sensitivity to the range of interests represented through BEFS including sustainable development, urban design and place making and associated issues related to cultural heritage;
- Experience of providing leadership to a charitable organisation of BEFS size;
- Confidence and humour.

### **Chair Role**

The Chair will perform a leadership role with regard to the Board of Trustees. In addition, they will oversee the Director's role and provide support to the Director on behalf of the organisation.

Key Duties will include:

- Chairing quarterly Board Meetings:
  - Ensure that Board Meetings are carried out according to the governing Articles and that each meeting is quorate;
  - Approve agendas for the meeting in consultation with the staff and other Trustees;
  - Ensure meetings are run efficiently and discussion and decision-making is democratic and fully participative. To note that the Chair will hold the casting vote in the event of a split decision.
- Chairing Annual General Meeting (AGM):
  - Ensure that AGMs and EGMs are carried out according to the governing Articles and that each meeting is quorate;
  - Approve agendas for the meeting in consultation with the staff and other Trustees;
  - Present BEFS report on the year;
  - Manage voting procedure to approve minutes and re-election/election of Trustees. To note that the Chair will hold the casting vote in the event of a split decision.
- Promoting a culture of constructive challenge at BEFS meetings;

- Approving the proposed presence of attendees at BEFS Board meetings and observers at the AGM;
- Nominating Co-opted Trustees for approval at the AGM;
- Completing annual appraisal of BEFS Director on behalf of BEFS Board;
- With BEFS Director:
  - Representing BEFS at Ministerial Groups such as SHEF (Strategic Historic Environment Forum);
  - Representing BEFS at Official events hosted by any external organisations but particularly: HES, SG or Scottish Parliament;
  - Representing BEFS at any events at request/invitation of BEFS Director.
- Substituting for BEFS Director in the event of BEFS Director's resignation. Providing oversight to the Head of Operations and Head of Policy & Strategy to ensure smooth running of organisation in absence of an interim Director/before appointment of new Director;
- In the absence of a Treasurer, providing Trustee support with banking and financial matters;
- Participating in staff recruitment, forming part of panel of interviewers.

*To note: the **Vice-Chair** would deputise for the Chair in all the above matters if unavailable.*

### **Treasurer Role**

Whilst it's important that all trustees collectively play their part in financial monitoring and decision making, the Treasurer's primary role is to assist and advise the board in overseeing the finances, even if BEFS staff deal with the day-to-day financial business.

The Treasurer would oversee the following:

- Controlling and accounting for the organisation's finances;
- Cheque signatory, and being a counter signatory to any major banking transaction;
- Overseeing bookkeeping;
- Presenting quarterly financial reports, answering questions at Board meetings and the AGM;
- Liaising with the accountant/auditor regarding completion and signature of the annual review of accounts;
- Ensuring statutory returns are made to any relevant regulators by BEFS staff.