

The Iona Community
Convener of Council - Role Description

Inspired by our faith we pursue justice and peace in and through community

Formal Responsibilities:

- 1 Chair of the Board of Trustees (with regard to OSCR)
- 2 Chair of the Board of Directors (with regard to Companies House)

Overall remit:

The twelve members of Council have responsibility for all the activities of the Charity. They are both Company Directors and Charity Trustees. The Convener will hold the Council and senior staff to account for the Community's vision and Working Principles. They will provide inclusive leadership to the Council and ensure that each trustee/director fulfils their duties and responsibilities for the effective governance of the Charity. The Convener will also support and where appropriate challenge the Leader and Executive Director and ensure that the Council works closely with them to achieve agreed objectives.

The Convener is responsible for:

1 Leadership

- (a) leading the Council in the determination of its strategy and policies, and in the achievement of its objectives, consistent with the vision and Working Principles of the Community;
- (b) ensuring that Trustees/Directors fulfil their duties and responsibilities for the effective governance of the Charity;
- (c) ensuring the Council operates within its charitable objectives, and provides clear strategic direction for the Charity;
- (d) ensuring the Council has accurate and clear visibility of achievements, future plans, and the external environment;
- (e) ensuring that the Council is able to review major risks and associated opportunities regularly, and satisfy itself that systems are in place to take advantage of opportunities, and to manage and mitigate the risks;
- (f) ensuring that the Council fulfils its duties to ensure sound financial health of the Charity, with systems in place to ensure financial sustainability and accountability;
- (g) ensuring the Community Resources and Community Life Committees are adequately resourced and working consistently with the decisions of the Council;
- (h) writing the Council's report for the Annual Report;

2 Governance

- (a) ensuring that the governance arrangements are working in the most effective way for the Charity;
- (b) developing the knowledge and capability of the Council;
- (c) ensuring the performance of the Council is reviewed on an annual basis;
- (d) working with the Appointments Panel, to ensure that the Council is regularly refreshed and incorporates a balance of skills, knowledge and experience needed to govern the Charity effectively on an inclusive basis;
- (e) working within any agreed policies adopted by the Council;

3 Chairing meetings: COUNCIL, COUNCIL EXECUTIVE AND AGM

- (a) working with the Leader and Executive Director, to set the agenda for meetings;
- (b) chairing meetings of the Council, encouraging positive change; enabling its members to be an effective team and, when appropriate, addressing and resolving any conflicts within the Council;
- (c) ensuring the Council members are fully engaged; that decisions are taken in the best long-term interests of the Community; and that the Council takes collective ownership thereof;
- (d) working with the Leader and Executive Director to monitor that decisions taken at meetings are implemented;
- (e) ensuring the minutes accurately reflect discussions and decisions, and testifying the accuracy of the minutes of the meetings with their signature;
- (f) taking, or delegating the taking of, whatever decisions need to be taken between meetings of the Council;
- (g) chairing meetings of the Council Executive;
- (h) chairing the Annual General Meeting;

4 Support and Supervision of the Leader and the Executive Director

- (a) establishing and building a strong, effective and constructive working relationship with the Leader and the Executive Director, ensuring each is held to account for achieving agreed strategic objectives;
- (b) ensuring that one-to-one meetings with the Leader and the Executive Director are regularly held and recorded in order to develop and maintain an open and supportive relationship within which each can speak about concerns, worries and challenges;
- (c) conducting an annual appraisal for the Leader and the Executive Director, and ensuring each has the opportunity for professional development and external supervision;

5 External Relations

- (a) ensuring effective relationships are maintained with all major stakeholders;
- (b) occasionally representing the Community at external events.

Additional Information

- 1 When required, to be the final 'court of appeal' under the Grievance and Disciplinary procedures.
- 2 **Vice-Convener:** In all matters relating to the business of the Council, the Vice-Convener may deputise for the Convener, and can undertake assignments at the request of the Convener.
- 3 **Term of Office:** The Convener, who is specifically selected to carry out this role, is also one of the trustees/directors - the two roles are held concurrently. The trustee who is appointed as Convener holds office for four years, commencing immediately from the ratification of their appointment as Convener at an AGM. Unless otherwise ratified at an AGM, as with other trustees/directors, the Convener may serve a total of two terms (eight years) after which they shall not be eligible for reappointment until after a further period of one year.

- 4 **Remuneration:** This is a voluntary position but reasonable expenses (eg travel, telephone) will be reimbursed.
- 5 **Time commitment:** There are usually six Council meetings a year (normally on Saturdays) though additional meetings may be needed from time to time. Regular meetings with senior staff are best done in person but video-conferencing could be an occasional option. The time needed by the Convener is likely to be the equivalent of 4 days a month.
- 6 **Location:** Meetings are normally held in Glasgow, usually in the Community's base.

PERSON SPECIFICATION

In addition to the responsibilities of a charity Trustee <https://www.oscr.org.uk/guidance-and-forms/guidance-and-good-practice-for-charity-trustees/charity-trustee-du-ties>, the Convener must also meet the following:

Personal Qualities

- Demonstrate a strong commitment to the Iona Community's vision and Working Principles.
- Exhibit strong inter-personal, relationship-building and listening abilities
- Offer an inclusive approach and sensitivity to involving a diverse range of people within the Council.
- Demonstrate the ability to foster and promote a collaborative team environment.
- Demonstrate the ability to commit time to conducting the role well, including travel, occasional overnight stays and attending events both in Glasgow and elsewhere.

Experience

- Experience of operating at a senior strategic leadership level within an organisation.
- Experience of governance in a charity or similar, and of working with or as part of a governing body.
- Experience of effectively chairing meetings and events.

Knowledge and skills

- Strong leadership skills and the ability to motivate staff and volunteers and to bring people together.
- Financial management expertise and a broad understanding of charity finance issues.
- Good understanding of charity governance issues.

25/02/2020