



We believe in you

Job Description

Job Title: Chair of Board
Responsible to: Board of BCRS
Responsible for: CEO of BCRS and Board Directors
Remuneration: £10,000 per annum for approximately 3 days a month (subject to approval by the members of BCRS) and such other out of pocket expenses as may be required to attend meetings for BCRS

Appointed by: The directors of BCRS Business Loans Limited (BCRS) Board from their number, meaning that to be appointed Chair the successful applicant will be required to join the Board as a Non-Executive Director prior to appointment.

In accordance with the Society's rules in order to be eligible for election or appointment to the Board the prospective Director has to have been a Member of the Society for a continuous period of 6 months and will have to be elected by the Members.

Key Relationships: Non-Executive Directors, Executive Directors, Company Secretary, Senior Leadership Team and Staff team, Members, wider financial community including funding stakeholders, CDFI Sector, Auditors, FCA

Job Description:

Objectives

The Chair of the Board will hold both the Board and Executive Team to account for BCRS' mission, vision and values along with strategic goals and objectives.

The Chair will also support, and, where appropriate, challenge the Chief Executive, measuring and overseeing their performance along with encouraging the wider Executive Directors to achieve agreed strategic objectives.

To provide inclusive leadership to the Board of Directors, ensuring that each director fulfils their duties and responsibilities for the effective governance of the business and to ensure that the Board functions as an effective unit.

To ensure BCRS acts in accordance with the Governance principles set out in the Societies Corporate Governance Standards, Directors Code of Conduct and Principles underlying the BCRS Governance Standard as well as with the Cooperative values and principles, our values, our Rules and FCA regulations.

To act as an ambassador to BCRS in partnership with the Chief Executive at both internal and external functions.

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Keys Tasks:

Strategic Leadership

- Provide leadership to the Board ensuring that BCRS has maximum impact for its members
- Lead and oversee the development of the Board so that it is capable of empowering BCRS to achieve its vision and fulfil its purpose
- To encourage an effective relationship between the Board and the staff team, members, stakeholders and partners
- To ensure the culture, direction, mission and vision of the Society is maintained throughout all the Non-Executive Directors, Executive Directors and members of the staff team and to be compliant with the Society's Rules
- To undertake business reviews and the strategic direction of the Society in partnership with the Chief Executive and the Board
- Monitoring the execution of the agreed strategy.

Relationship with the Chief Executive

- Establish and build a strong, effective and a constructive working relationship with the Chief Executive, ensuring they are held to account for achieving agreed strategic objectives
- Support the Chief Executive, whilst respecting the boundaries which exist between the two leadership roles
- Ensure regular contact with the Chief Executive and develop and maintain an open and supportive relationship where each can speak openly about concerns, worries and challenges
- Liaise with the Chief Executive to maintain an overview of the Societies affairs, providing support as necessary
- Conduct an annual appraisal and remuneration review for the Chief Executive in consultation with the Remuneration and Appointments Committee
- Ensure that the Chief Executive has the opportunity for professional development and has appropriate external professional support.

Board Governance

- Ensure the Board acts in accordance with the Governance principles set out in the Societies Corporate Governance Standards, Directors Code of Conduct and Principles underlying the BCRS Governance Standard as well as with our Rules and FCA regulations.
- Run the Board and set the agendas in conjunction with the Chief Executive. Ensuring that:
 - the meetings are well planned, meaningful and reflect the responsibilities of the directors.

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- the agenda items are covered in the meetings, and each of strategic and governance matters has sufficient time and attention given to them
- Chair meetings of the Board and members effectively and efficiently, bringing impartiality and objectivity to the decision-making process, whilst conducting the meetings in accordance to BCRS's Rules and ensuring that matters are dealt with in an orderly and efficient manner
- To liaise with the Company Secretary ensuring that all Board decisions, actions and deliberations are adequately minuted, with actions assigned and monitored
- Lead the Board and ensuring that all NEDs fully contribute to meetings, and there is a constructive, harmonious and collegiate relationship between board members. Ensuring all have the opportunity to participate, and that a proper dialogue takes place between NEDs and executive directors
- Appraise the performance and effectiveness of the Board on an annual basis including addressing and resolving any conflicts within the Board and developing the knowledge and capability of the Board
- Attend Subcommittees Finance & Audit Committee, Remuneration & Appointment Committee, Strategy Committee.

Regulatory Compliance

- As the official FCA 'Responsible Person', following the implementation of the current Senior Managers Regime guidelines (Dec19), to ensure that BCRS's Board operates within the framework of the FCA and is compliant with all relevant codes of practice

Recruitment

- Taking the lead role in the recruitment and selection of the Chief Executive for BCRS

External Communications

- Be pro-active in being an advocate and champion of the Society and from time to time attend events and meetings as may be required
- To play a positive part in the development of the organisation, maintaining strong collaborative links with other CDFI's and ensuring that the Chief Executive plays an active part in the development of the sector both nationally and locally
- Be responsible for official communications with members

Additional information

- The Vice-Chair acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair
- This job description is indicative only and not exhaustive. The Chair will be expected to perform all such additional duties as are reasonably commensurate with the role.