

Chairperson Role & Responsibilities

The **Board of Directors** is elected every year by the IASW Membership at the AGM. The Board of Directors is charged with providing vision and direction for the Association and engaging in tasks relating to Membership, Treasury, Policy Development, Journal, Line Managing Employees (where appropriate), Communications and International Affairs. The Directors are the legal and governance structure of the Association whose responsibilities include compliance with regulation and laws that apply to our association. These include meeting contractual requirements to funders, Data Protection Legislation, Employment Legislation, Health & Safety Legislation, Company Law, Revenue Commissioners (tax obligations), and the promotion of the IASW Code of Ethics & Practice.

The Board has established a number of **Committees**. Currently, the IASW Board has established the following committees: HR, Risk and Governance; Finance and Audit; CPD; International Affairs; Elections, Nominations and Motions; Membership; and Journal Committees. Board committees are crucial for effective governance, decision-making, strategic planning and ethical practices. Each committee has specific responsibilities and terms of reference, and they consider relevant issues as required by their terms of reference. The committees' roles are primarily advisory; they provide insight, information and advice to the Board, to help the Board to make the most well-informed decisions.

The **SIG Network** is an advisory group of the Board of IASW and SIG (Special Interest Group) Network members must be members of the Association. The SIG Network is made up of the Chief Operations Officer, Chair of IASW and one representative (preferably the Chair) of each Special Interest Group and a Social Group. All Board members are entitled to attend SIG Network meetings.

Chairperson of the Board

According to the IASW Constitution:

Art. 56: The position of Chair shall be filled from among individuals who are members of the Board. This election will happen at the AGM immediately after any vacancies on the Board have been filled. If this position is not filled at the AGM, the members of the Board may elect a Chair from amongst themselves. A person may serve as Chair for a maximum of two two-year terms either consecutively or cumulatively in their lifetime.

The role of the Chairperson of the Board, in summary, is:

- Leading the board.
- Ensuring smooth running of board meetings
- Promoting good governance among board members and in the association more widely
- Providing supervision and support to the Chief Operations Officer
- Acting as a figurehead or spokesperson where and as required

Chairperson qualities

The qualities of a good board chairperson incorporate:

- ✓ Leadership
- ✓ Vision
- ✓ Strategic thinking: ability to think strategically
- ✓ Communication
- ✓ Decision-making
- ✓ Integrity
- ✓ Empathy
- ✓ Adaptability

Strategic Governance Role of the Chairperson

- Chair meetings of the Board of Directors and the Association's AGM.
- Set agenda in advance of board meetings in consultation with the Secretary
- Ensure that probity of the Association is maintained and that all actions and decisions taken are not in conflict with the stated aims and purposes of the Association
- In consultation and collaboration with the Board of Directors ensure that all agreed decisions are implemented.
- In consultation and collaboration with the Board of Directors take the lead role in the line management of the Chief Operations Officer (COO).
- In consultation and collaboration with the COO and Chair of the HR, Risk & Governance Committee ensure that all the required human resource policies and procedures are followed with regard to paid employees.
- To be the figurehead for the Association with regard to meetings with Government Ministers, senior management within the HSE and other government / national organisations.
- In consultation and collaboration with the COO & Treasurer, ensure proper financial governance of the Association's funds, financial records and ensure that the Association accounts are audited as required by legislation.

In conjunction with the Vice Chair

- Work with the Vice-Chair with improving the over-all Governance of the Board
- Work with the Vice-Chair in creating a professional and pro-active Board
- Manage & run effective Board meetings
- Review the benefits and incentives of joining the Board
- Oversee the implementation of the Strategic Plan
- Develop (with ENM Committee) a Board Recruitment / Succession Planning Strategy, and co-ordinate a Board Skills Matrix
- Liaise with BoardMatch and others, as needs be in relation to Board recruitment and training
- Lead Board Development including Develop a mentoring programme for current and prospective Board members, as appropriate. This may involve induction of new Directors, ongoing training and development to ensure all Directors understand their role and have necessary skills to carry it out.

Other Specific Activities that the IASW Chair Currently Undertakes

- Provide short written report for board meetings.
- Oversight of board committees.
- Membership and participation at some board committees, including Elections, Nominations and Motions Committee and International Committee.
- Sign off on financial statements and funding applications as appropriate.
- Sign off annual report.

- Provide short Chair report for IASW annual report.
- Attend relevant International Affairs Committee meetings, IFSW and other international meetings, including IFSW (Europe and Global) Delegates Meetings (with COO and others as appropriate).
- Attend (with COO and CPDO) regular meetings with BASW-NI.
- Contribute to organisation and management of communications strategy.
- Participate as required on IASW delegations and meetings with public bodies (with COO as appropriate).
- Chair and provide oversight of key IASW research and other projects, with COO as appropriate.
- Represent (with COO as appropriate) IASW at All Employers Social Work Forum meetings.
- Chair Social Work Apprenticeship Consortium Group.
- Provide oversight and contribution to significant publications including scoping exercises, position papers, etc (with COO).
- Overseeing the recruitment process of the COO

Meeting Requirements: In addition to the Board and any Committee meetings (the Chairperson is currently a member of the ENM and International Committees), the role of Chair can require attendance at other meetings and events (e.g., meeting government departments, Oireachtas Committees, or conferences etc.).

Time Commitment: While not operational, the role is estimated to require a time commitment of approximately the equivalent of one day per week over any year, to include preparatory work and meetings with the COO, board meetings, and other representative aspects of the role. It is difficult to be exact about the time commitment, as time demands can be more or less at different times of the year. For example, time commitment tends to be less over summer months than at times when specific Association activity is more concentrated, e.g., around the AGM or national conferences etc. There is scope for the Chairperson to limit or restrict their time commitment within certain parameters, as agreed with the Board and clarification with the staff team and others, as necessary.

Pay / Stipend: Aside from reimbursement for travel and other expenses incurred in fulfilment of the role, the Chair does not receive any pay or stipend for the role.

Travel & Expenses: Are payable as per IASW Expenses Claim policy.

Term of the Appointment: 3-year term/s up to a maximum of two terms (six years)

Application Process: to be included if the position is to be advertised.

Vice Chair

- To substitute for the Chair when so required, as requested by the Chair or Board, taking on the role and responsibilities as above.
- The Vice Chair shall assist the Chair in his/her duties as required.

In conjunction with the Chair

- Assist the Chair with improving the over-all Governance of the Board
- Assist the Chair in creating a professional and pro-active Board
- Manage & run effective Board meetings
- Review the benefits and incentives of joining the board
- Project manage the implementation of the Strategic Plan
- Develop and implement a Business Plan
- Develop a Board Recruitment / Succession Planning Strategy
- Co-ordinate a Board Skills Matrix
- Develop a mentoring program
- Assist Office Manager with the development of a Board Induction Pack: Brief History of IASW, Organisation Chart, Legal Responsibilities of Company Directors & Secretary, etc.
- Assist Office Manager with the development of a Board Induction Training Program

Treasurer

- Oversee drawing up of budgets and accounts
- Present financial reports to the Board and at the Association's AGM
- Alert the Board to any financial irregularities, and/or any current account cash flow problems
- Ensure accounting procedures and controls are in place for the Association, including special interest groups as appropriate.
- Advise paid staff or volunteers of the Association regarding financial matters.
- Advise on financial implications of new projects
- Ensure that insurance policies are up to date and adequate cover is obtained.
- Proper financial governance of IASW's funds
- Proper financial records
- Auditing of accounts as required by legislation
- Monitor income and expenditure against budget and cash-flow each quarter or more.
- Produce yearly accounts (audited or independently examined as appropriate) and sign off on these.
- Agree and put in place appropriate financial management procedures, systems and controls to include all expenditure being passed by treasurer and chair, bigger expenditure (over €400) being passed by the Board and regular meetings between chair and treasurer.

In practice the Chair and Treasurer:

- Monitor transactions on the Association's current account (and any other outlets, including any credit card/s)
- Co-authorise all banking payments
- Review and decide on funding applications
- Liaise with Office Manager who undertakes day-to day accounting and with auditor who conducts annual review and prepares the annual accounts

- Meet to review and plan in relation to other matters / activities as they arise which will impact on the Association financial position
- In conjunction with the COO, carry out a risk assessment on the financial stability of IASW, if m/ship numbers were to decrease, if CORU fees increased, etc.? (Including monitoring how many members IASW needs to stay afloat).

Company Secretary – Assigned to the Office Manager

- Act as Company Secretary – paperwork completed by the Office Manager
 - Respond to correspondence
 - Make arrangements for meetings
 - Take minutes, recording decisions clearly.
- In consultation with the Chair agree and circulate the agenda for Board and all relevant committee meetings
- Ensure effective communication with members occurs.
- Check minutes with Chair/s and circulate
- Update membership records – done by the Office Administrator