

Chair Terms of Reference

1. Introduction

The Chair of UKCPA leads the Association to meet its agreed mission, vision and aims, for the ultimate benefit of its membership, patients and the public.

The Chair is an Officer of UKCPA and has a term of office of up to two years. He/she is elected from the General Committee membership.

2. Skills

The Chair requires outstanding demonstrable skills in leadership and support. He/she should be able to communicate and work effectively with fellow UKCPA Officers, Committee members, Group Chairs and UKCPA employees in a supportive and cohesive manner, and drive the Association forward with innovative and progressive ideas.

The Chair should have the ability to chair committee meetings and ideally have previous experience of holding such office. This includes the ability to clarify and explain, lead and control, involve all members of the committee, ensure the business of the meeting is conducted and action points are agreed and noted, and be objective and unbiased.

The Chair should have the ability to interpret legal and regulatory matters and advise the General Committee and Business Management Group as required. He/she should also have the ability to identify commercial and non-commercial threats and opportunities in support of the Association's objectives and brand image.

The ability to liaise with other organisations on behalf of UKCPA in a professional manner is essential.

3. Key responsibilities

- To lead UKCPA to meet the mission statement, vision and aims, and support the activities of the Association
- To review the mission, vision and aims of the Association in light of internal and external influences and developments
- To act as a spokesperson for the Association
- To ensure that high personal and professional standards are set and maintained for self and at all levels of the Association
- To ensure UKCPA Officers and Committee members work to their Terms of Reference by supporting and coaching them to understand their role

- To regularly liaise with the other UKCPA Officers, committee members, Chair of the Education Planning Committee, UKCPA Group Chairs and UKCPA employees
- To call timely meetings or teleconferences of the Business Management Group and/or the General Committee to attend to UKCPA business
- To chair the General Committee, Business Management Group, Business Planning and Governance Committee meetings to ensure the efficient and effective running of the Association and ensure outcomes that are progressive for the membership
- To prepare the agendas (with the General Manager or committee secretary) for General Committee, Business Management Group and Business Planning meetings, and ensure that action points are agreed, noted and acted upon.
- To motivate membership and member engagement by delivery of an address at the UKCPA Autumn Symposium and through 'Chair's news' in *In Practice*
- To contribute to, and sign off, consultation responses on behalf of the Association which are UKCPA-wide or are not signed off by Group Chairs or the General Secretary
- To contribute to formulating, and sign off, UKCPA policies, position papers and statements
- To announce the results of nominations and elections to General Committee at the Annual General Meeting
- To encourage quality assurance standards are maintained through a fully documented and efficient UKCPA office by liaising with the General Manager
- To maintain regular contact with the Vice Chair, General Manager and General Secretary
- To proactively represent the Association in response to future initiatives or requests, or select a suitable representative, to ensure that UKCPA is at the forefront of professional developments.

4. Reporting and accountability

The Chair reports to the General Committee and the Board of Trustees, and will present an annual report for the Annual General Meeting each year.

5. Time commitment

The Chair of UKCPA has a time commitment of one day per week. The Association will reimburse the postholder's employer for this time, if funds are available to do so.

In addition to regular liaison with the UKCPA office, employees, Officers and Group Chairs, the commitment required from the Chair includes:

BMG business meetings (including teleconferences):	6 hours
BMG business in the form of Education Planning Committee Steering Group: -EPC meeting at Spring conference:	3 hours

-EPC meeting at Autumn conference:	3 hours
-Teleconferences (two per annual conference, at one hour each):	4 hours
Spring General Committee meeting:	6 hours
Autumn General Committee meeting:	6 hours
Business Planning Meeting (over 2 days):	14 hours