

## SCI NOMINATIONS COMMITTEE

### SOCIETY OF CHEMICAL INDUSTRY (SCI)

#### JOB DESCRIPTION

#### 1. ROLE TITLE Chair, Board of Trustees

#### 2. ROLE PURPOSE

Lead SCI's Board of Trustees to ensure operation of the Board to the highest standards of governance, enabling the creation and overseeing the delivery of a strategy to meet the needs of SCI's members and stakeholders, so realising SCI's ambition to be the place 'where Science meets Business'.

#### 3. ACCOUNTABILITIES

- **BoT Leadership** – Lead the Board of Trustees, ensuring the effectiveness of this body and its meetings by attention to Trustee composition, engagement, behaviours, and contribution, guided by a focused, relevant agenda and effective meeting management.
- **Governance** – Ensure the highest standards of governance and compliance are practiced by the BoT, as well as assuring these standards are reflected in the operation of the SCI Executive and across the organisation, consistent with SCI's obligations to its Royal Charter, By Laws and Rules and the Charities Commission, alongside the wider range of legal duties (e.g. employment, financial, health & safety law).
- **Relationship with CEO** – Ensure an effective and balanced relationship with the SCI's CEO, so that the Board of Trustees is able to engage, advise and provide appropriate oversight, support and challenge to the SCI's operational activities and that the CEO is supported to run the operations of the organization effectively.

#### *Leading the Board of Trustees to deliver the following:*

- **Strategy** – Ensure the development and periodic review of SCI's strategy, so that with the support of the SCI Executive, it delivers on SCI's strapline to be the organization Where Science Meets Business, providing a unique and valued connection for innovation between industry and academia.
- **Financial oversight** – Ensure the BoT's engagement with the Finance & Investments Advisory Committee, so that SCI's financial assets, investment strategy and forward expenditure are aligned with SCI's strategy, resources and long term of sustainability.
- **Membership** – Ensure the BoT's engagement with the Membership Committee, so that the interests and needs of membership are understood, are reflected in SCI's strategy and deliver an engagement with an informed, active and diverse population within the academic and industrial chemical science community, who then support the delivery of SCI's innovation agenda (via TIGs, RIGs or events).

- **Publications** – Ensure that through the CEO and through the Publications Committee, the value of the Society’s physical and journal/brand assets are managed and exploited to realise the necessary value for SCI.
- **Engagement** – As one of the three key public faces of SCI, alongside President and CEO, engage with key stakeholders in industry, academia and government, with members and with HQ staff to promote SCI’s values and ambitions, and to assure the understanding and delivery of strategy throughout SCI’s ‘value chain’.
- **Remuneration, Recruitment of CEO** – in partnership with the Board of Trustees and SCI President recruit, reward and retain a person who can fulfil the CEO role.
- **Recruitment and Succession planning for Chair/Vice Chair role** – in partnership with the Board of Trustees, President and CEO, ensure (a) effective recruitment of (b) appropriate succession plan for and (c) mentoring of the future Chair. Support the process for identification and recruitment of co-opted Trustees in line with Purpose and Strategy.

#### 4. COMPETENCIES

- Highly developed personal integrity and professionalism
- People and organisation development focus, allied to a strong respect for diversity.
- Ability to drive consensus and collaboration to maximise the strengths and skills of teams and individuals.
- Achievement orientation, driven by results and outcomes, consistent with the highest standards of compliance and governance.
- Highly developed strategic thinking skills, strategy development and ability to translate strategy into action.
- Strategic influencing, networking and relationship building skills within and across a range of organisations and environments (e.g. academic, corporate, government).
- Highly resilient, self-managing and self-assured, with clear and independent thinking, but when needed able to balance with flexibility, empathy and listening.
- Ability to manage ambiguity and greyness.
- Well respected by peers.

#### 5. EXPERIENCE & KNOWLEDGE

- Proven experience of leading a significant board (e.g. medium or large company, charity, or association).
- Awareness of and commitment to governance principles and practice.
- Appreciation of the difference in roles of trustees and the executive, and able to develop strong working relationships with the CEO and professorial advisors.
- Previous experience of working within a scientific / innovation organization or charity, or previous experience of working at a senior level at the interface between academia and industry.
- Previous experience of managing finances/business/budget.