



Job Descriptions

Job Description – Director

Directors represent all members of the society and ensure their views and best interests are considered by the full Board. They also contribute to the goals and activities of the society via Board Meetings and through membership on specific committees.

The tasks and responsibilities of Directors will include:

- Attending and contributing to Quarterly Board Meetings
- Ensuring our governing document (constitution, articles of association) is followed. In particular our activities must comply with our (charitable) objectives as stated in our governing document.
- Ensuring that all our activities are legal and within our constitutional objects and powers.
- Chairing and/or being part of specific committees.
- Volunteering to take on other actions for the society, and reporting back according to given timescales.
- Bringing to the Board any relevant issues, comments and opportunities that members or the wider public have raised.
- Contributing opinion and/or feedback on specific projects/documents/communications as required.
- Sitting on appraisal, recruitment and disciplinary panels as required.

Person Specification

- Excellent communication and interpersonal skills
- A good grasp of the vision and values of the organisation
- Ability to work well in a group towards a common goal, and brings out the best in others
- Understanding and acceptance of the legal duties, responsibilities and liabilities of Directors/Trustees and adhering to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Is a Full member of the UK-SBA

Job Description - President

The President acts as spokesperson and figurehead for the UK Society for Behaviour Analysis. The President is also a key ambassador for the society and the wider ABA community.

The responsibilities of the President will include:

- Acting as spokesperson and figurehead as appropriate and as agreed by the Board
- Ensuring that the views of the UK SBA are heard
- Acting as an advocate for behaviour analysis in the UK
- Responding to formal consultations either personally or by collaborating with others, or co-ordinating responses from colleagues
- Identifying opportunities to promote and further the study and practice of behaviour analysis in the UK
- Working with the Chair and the Board to deliver its mission and vision
- Influencing decisions makers by ensuring UK SBA presents coherent and persuasive arguments
- Liaising with the communication committee to produce press releases and policy statements as required

Person Specification

- Experience and understanding of how national policy is formulated
- Willingness, time and ability to communicate with key stakeholders
- Possesses tact, diplomacy and powers of persuasion
- Respected with strong personal presence , credibility, confidence and gravitas
- Good analytical and communication skills
- Able to make decisions
- Possesses relevant knowledge, including good grasp of the sector and current issues
- Understanding of current research (nationally and internationally) and how that might relate to practice in the UK
- Is a Full UK-SBA member

Job Description: Chair of the Board

The Chair leads the Board and the organisation to enable it to fulfil its purpose. The Chair Person provides leadership and direction to the Board of Trustees and enables the Directors to fulfill their responsibilities for the overall governance and strategic direction of the organisation.

The responsibilities of the Chair will include:

- Ensuring that the organisation pursues its objects as defined in its governing document, organisation law, company law and other relevant legislation/regulations
- Working in partnership with staff member(s) helping them achieve the aims of the organisation; and optimising the relationship between the Board/Trustees and the staff
- Facilitating the Board/Trustees in stimulating excellent, well-rounded and carefully formulated strategic plans and regular review of long-term strategic aims of the organisation
- Developing organisational policies, define goals, targets and evaluate performance against agreed targets
- Approving the annual cycle of the Board meetings, meeting agendas, chair and facilitate meetings, monitoring decisions taken at meetings and ensure they are implemented
- Liaising regularly with the Treasurer to maintain a clear grasp of the organisation's financial position and to ensure full and timely financial transparency and information disclosure to the Board
- Leading and mentoring other Directors to fulfil their responsibilities and enable access to training/coaching/information to enhance the overall contribution of the Board
- Annually leading a review of the Board structure, role, and staff relationships and ensuring implementation of agreed changes/developments are carried out
- Encouraging team working amongst Directors

Person specification

- Demonstrates proven leadership skills
- Understanding and acceptance of the legal duties, responsibilities and liabilities of Directors/Trustees and adhering to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Commitment to the Boards objects, aims and values and willingness to devote time to carry out responsibilities.
- Strategic and forward looking vision in relation to the organisation's objects and aims.
- Good, independent judgement, maintains impartiality and the ability to think creatively in the context of the organisation and external environment.
- Good communication and interpersonal skills and the ability to respect the confidences of colleagues.
- Balancing tact and diplomacy with willingness to challenge and constructively criticise
- Prior experience of committee/trustee work.
- Knowledge of the sector and the context in which the organisation works.
- Experience of chairing meetings, committee work, some experience of finance, fundraising and human resources

Job Description - Treasurer

The Treasurer takes the lead in overseeing the financial affairs of the organisation, ensuring its financial viability, and seeing that proper financial records and procedures are maintained. The Treasurer will assist other trustees to perform their financial duties, by interpreting and explaining accounting requirements, ensuring that the Board receives reports containing the information trustees need in an 'easy to understand' format, and helping trustees guide any other professional advisers they have appointed.

The responsibilities of the Treasurer will include:

- Preparing and presenting financial reports to the Board on a monthly basis, including projected cash-flow
- Keeping the Board aware of its financial responsibilities
- Ensuring that the organisation's accounts are prepared in a suitable format
- Ensuring that the accounts and financial systems are audited as required by law
- Liaising with the auditors/independent examiners
- Preparing and presenting budgets, accounts and financial statements
- Being assured that the financial resources of the organisation meet its present and future needs
- Ensuring that the organisation has an appropriate reserves policy
- The preparation and presentation of financial reports to the Board, ensuring that appropriate accounting procedures and controls are in place
- Liaising with paid staff and volunteers about financial matters
- Advising on the financial implications of the organisation's strategic plan
- Ensuring that the accounts are audited, and any recommendations of the auditors implemented
- Keeping the Board informed about its financial duties and responsibilities
- Contributing to the fundraising strategy of the organisation
- Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way
- Sitting on appraisal, recruitment and disciplinary panels as required

Person Specification

- Financial experience and business planning skills
- Some experience of organisation finance and fundraising
- The skills to analyse proposals and examine their financial consequences
- A preparedness to make unpopular recommendations to the Board
- A willingness to be available to give financial advice and answer enquiries from any staff or volunteers on an ad hoc basis

Job Description - Secretary

The Secretary supports the Chair of the Board and ensures that necessary administrative systems and processes are in place. The Secretary manages correspondence and line manages admin support staff.

The responsibilities of the Secretary will include:

- Ensuring committee meetings are properly administered
- Ensuring other meetings, such as the AGM, and events are properly administered
- Keeping membership records up-to-date
- Monitoring committee member action points
- Providing necessary systems and processes for the Board and the organisation to enable it to fulfil its purpose
- Line managing admin staff

The tasks of the Secretary will include:

- Planning and preparing the committee meetings and the AGM with others as appropriate
- Planning meeting dates, booking rooms, sending out notifications, minutes and other papers
- Drawing up agendas together with the Chair of the Board
- Minuting committee meetings or overseeing minuting
- Accurately recording decisions and actions in the minutes and report to the next committee meeting on the progress of actions and the result of decisions
- Overseeing accurate and up-to-date membership records together with admin staff
- Dealing with non-routine correspondence, writing letters/emails as requested by Chair/Board, summarising correspondence/emails received at the next committee meetings and drafting replies as appropriate
- Sending round key info as directed by the Chair of the Board, or as is sent to the society
- Providing ongoing appraisal, feedback and support for admin staff

Person Specification

- To be organised and methodical
- Able to take good minutes
- Able to keep accurate records
- Has the relevant skills to organise a meeting well
- Good written and verbal communication
- Has good grasp of the vision and values of the organisation

Job Description – Student Representative (Non -Voting)

The Student Representative represents the student members of the society, and ensures their views and best interests are considered by the full Board. They also contribute to the goals and activities of the society via Board Meetings and through membership on specific committees. The student representative holds an advisory role and does not have voting rights although plays a full part in discussion. This role is a 2 year term.

The tasks and responsibilities of a Student Representative will include:

- Attending and contributing to Quarterly Board Meetings
- Chairing and/or being part of specific committees
- Volunteering to take on other actions for the society, and reporting back according to given timescales
- Bringing to the Board any relevant issues, comments and opportunities that student members or the wider public have raised
- Contributing opinion and/or feedback on specific projects, documents and communications as required

Person Specification

- Excellent communication and interpersonal skills
- A good grasp of the vision and values of the organisation
- Ability to work well in a group towards a common goal, and brings out the best others
- Is a Student UK-SBA member