

# CHAIR OF ADVISORY GROUP AND BOARD TRUSTEE

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## ROLE DESCRIPTION

### Main Purpose

The Board acts as the ultimate decision maker for BUCS, ensuring that it is operating in line with its strategic aims and fulfilling its charitable purposes. The Board are committed to the long-term interests of the organisation and meet regularly to oversee and direct business operations. To do this effectively it is key that the elected Trustees are able to effectively bring a member perspective to the discussions. The Chair of Advisory Group and Board Trustee will ensure that the BUCS executive engage with the members on key strategic matters to ensure decision making at both executive and Board level are informed by member feedback and that this is sourced from from Regional and National groups.

### Main Duties and Responsibilities

#### Leadership and Member Perspective

- Provide constructive check and challenge to ensure that the perspective of the Advisory Group and Membership are considered within BUCS leadership and decision making.
- Lead the Advisory Group to achieve its delegated responsibilities effectively, ensuring adherence to governance, legal, and regulatory requirements.
- Chair Advisory Group meetings, approving agendas and managing discussions to ensure productive and timely recommendations.
- Ensure actions from the Advisory Group meeting are completed in a timely manner, and relevant updates on progress are shared with the group.
- To provide and support to the Regions and Nations Chairs and ensure alignment to Advisory Group.
- To liaise with and provide support to the Student Officers Network through the elected Student Director and Student Officers.
- Provide support to Regional and National Chairs, ensuring discussion topics are disseminated effectively.
- Liaise with the Chair of Senior Managers Executive to ensure alignment in the event of crossover of agenda items.
- Review the composition, structure, and effectiveness of the Advisory Group annually.

#### Consultation and Feedback

- Act as the primary facilitator of feedback between the Advisory Group Membership, Regional and National groups, and BUCS governance.
- Support the Student Officers to engage the student Advisory group Members, helping to inform decision making regarding BUCS strategic aims and operational plans.
- Maintain effective communication and relationships with the BUCS Executive, Board Chair, and Governance and Compliance Team.
- Facilitate the group to act as a critical friend to the BUCS Executive on proposed challenges.
- To provide support and guidance for any areas of work brought to the group by the BUCS Executive.
- Provide accurate and timely updates to the Board following each Advisory Group meeting.

#### Board Trustee

- Ensure BUCS is carrying out its purposes for the public benefit in accordance with its Articles of Association.
- Ensure compliance with regulatory bodies, codes and funding partners, including but not limited to Companies House, the Charities Commission, HMRC and the UK Code for Sport Governance.
- Act in BUCS' best interest and ensure BUCS' resources are managed responsibly.
- Support the delivery of the BUCS Strategy, by advising and constructively challenging the development, implementation and evaluation of the BUCS approach to member engagement
- Support the organisation to identify, manage and mitigate risk, especially elements associated with member engagement.
- Hold a place on additional sub-committees of the Board where necessary.

- Represent BUCS in public.

## **PERSON SPECIFICATION**

BUCS are looking for a Member to fulfil the position of Chair of Advisory Group and Board Trustee who is committed to ensuring the effective flow of information between the membership and BUCS Executive and Board to ensure member perspectives inform BUCS decision making.

Research shows that some people will refrain from applying for a role if they feel they do not meet 100% of the person specification. BUCS encourages applications from anyone who thinks they meet the key skills and knowledge listed below, even if they feel they do not have all of them. We are passionate about identifying the right people to help us develop and thrive.

### **Key skills and knowledge**

- Previous experience of Chairing a Board or Committee.
- Knowledge of corporate governance and charity law, and the responsibilities of non-executive Trustees.
- Good experience of developing and monitoring the delivery of strategies.
- Ability to work with, support and constructively challenge the Executive and Board colleagues.
- Experience of influencing others, in an advocacy capacity.
- A commitment to BUCS, its mission, vision and values.
- An understanding of sport in the Higher Education environment.
- Highly developed communication and influencing skills.
- Ability to exercise good independent judgement.