

## UACES Chair

### Responsibilities as a Trustee

- To ensure that the Association complies with its Constitution (i.e. our governing document), charity law and any other relevant legislation or regulations;
- To ensure that the Association pursues its objects as defined in its Constitution;
- To ensure the Association applies its resources exclusively in pursuance of its objects;
- To contribute actively to the Committees' (i.e. the board of Trustees) role in giving firm strategic direction to the Association, setting overall policy, defining goals and setting targets and evaluating performance;
- To safeguard the good name and values of the Association.

### Responsibilities as an Officer

- Maintaining an overview of the Association's affairs;
- To ensure the effective and efficient administration of the Association;
- To ensure the financial stability of the Association and to ensure the proper investment of the charity's funds.

### Responsibilities as Chair

- To provide leadership and direction to the UACES Staff, Officers and Committee, enabling them to fulfil their responsibilities in the governance and strategic direction of the Association;
- To delegate tasks and responsibilities, as appropriate, to various groups or individuals, to ensure that Committee decisions are realised;
- To represent the Association externally and to pursue strategic partnerships in both the academic and policy-making communities;
- To liaise with the editors and publishers of Association publications;
- Overseeing and contributing to the Annual Report, with a formal presentation each year at the Annual General Meeting;
- Authorising payments and signing cheques as required, where the Treasurer is unavailable;
- To chair meetings of the Officers and the Committee;
- To convene and chair the two of the working groups of the Committee;
- Oversight and management of the selection procedure for the various prizes awarded by UACES - the Lifetime Achievement Award, the Reporting Europe Prize; the Best Book and Best PhD prizes;
- To lead recruitment and disciplinary panels;
- Sitting on appraisal panels as required.

## Qualities required for the role

- High reputation and profile in the European Studies academic community;
- Commitment to, and knowledge of, the work of the Association;
- An understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship;
- The skills to analyse proposals and understand their financial consequences;
- Willingness to devote the necessary time and effort, and to act as a Trustee of the Association;
- Strategic vision;
- Experience of staff management and chairing committees;
- Ability to work effectively as both leader and member of a team, as appropriate;
- Ability to think critically and independently;
- Willingness to make unpopular recommendations to the Committee, if necessary;
- Ability to lead debates in Committee, while ensuring members can make a full contribution;
- Willingness to be available to Staff, Officers and Committee members for advice and enquiries on an ad hoc basis;
- Commitment to Nolan principles of standards in public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.