

National Back Exchange – Chairman Job Description and Procedures



Also See *Calendar of Events*

No	Task	Timescale	Procedure
1.	Personal and Professional Management of Executive Committee	Ongoing	<ul style="list-style-type: none"> To make contact with all members of the Executive Committee and Column Editor once a week via email or telephone. To ensure that the committee members are supported in their roles in assisting them to operationally manage the organisation.
2.	Maintenance of Operational Cover	As required	<ul style="list-style-type: none"> During periods of annual leave or absence ensure that a nominated officer(s) undertake delegated roles, to ensure a professional service to the membership is maintained.
3.	Raise the profile of NBE	Ongoing	<ul style="list-style-type: none"> Agree with Executive Committee conferences and events to be attended to promote the aims and objectives and represent NBE Attend agreed relevant conferences Attendance at agreed external committees
4.	Strategic Management of NBE	Business Planning meeting and as required	<ul style="list-style-type: none"> Chair the Business Planning meetings and action the agreed outcomes to strategically and operationally develop NBE Oversee the operational management of NBE Oversee the financial management of NBE Oversee the production of the Column
5.	Management of Administration office	As required	<ul style="list-style-type: none"> To ensure the Secretary manages the Administration Office staff effectively <ul style="list-style-type: none"> Liaise with National Secretary when the Administration Office is not staffed, to ensure that a professional service is maintained to all members Agree Column print run for each issue
6.	Production of a Documented Officer's Report	Prior to each Executive Committee Meeting	<ul style="list-style-type: none"> Prepare a written report and forward to the National Secretary a minimum of fourteen days prior to each Executive Committee meeting

No	Task	Timescale	Procedure
7	Executive Committee Meetings	7 meetings per year	<ul style="list-style-type: none"> • Chair executive meetings and liaise with the National Secretary on agenda items, venue and timings, ensuring meetings are quorate • Ensure that any amendments are made to the minutes at the following meeting on the original copy and are signed and dated as a true and accurate record • Ensure, in consultation with the Secretary, that any nominated action as a result of a meeting is initiated and the target dates are set • Ensure that all officers regularly attend meetings
8	Annual General Meeting	Annually	<ul style="list-style-type: none"> • Ensure that the membership has been given 28 days notice of any annual general or extra-ordinary general meeting. (see National Secretary procedures) • Chair the Annual General Meeting • Ensure that the outcomes from the AGM are actioned within the agreed timescales
9	Column	1 st January, 1 st April, 1 st July, 1 st October copy dates	<ul style="list-style-type: none"> • Ensure that the National Secretary invites the Editor of Column to attend part of the business planning meeting and one other meeting convenient to the Editor through liaison with the National Secretary, in order to promote the aims and objectives of NBE. • Forward by email to the Editor of Column a topical summary for inclusion in the next edition (Chat from the Chair) • Liaise with the Column Editor, Administration Office and the Printers regarding the number of issues required
10	Conference	Ongoing	<ul style="list-style-type: none"> • Support the Conference Co-ordinator in their role. • Liaise with the Conference Co-ordinator to ensure the conference planning and procedures are being followed.
11	Complaints Procedure	As required	<ul style="list-style-type: none"> • Ensure that any complaints received are dealt with according to the documented complaints procedure
12	Disciplinary and grievance procedure	As required	<ul style="list-style-type: none"> • Ensure that any disciplinary matters are dealt with according to the documented disciplinary and grievance procedure
13	Whistle Blowing Policy and Procedure	As required	<ul style="list-style-type: none"> • Ensure that any concerns raised are dealt with fairly, thoroughly and in accordance with the Whistle Blowing Policy and Procedure

No	Task	Timescale	Procedure
14	Fraud Policy	As required	<ul style="list-style-type: none"> Support and advise the Treasurer and National Executive Committee throughout the course of any investigation into alleged fraud, in accordance with the Fraud Policy
15	Risk Management Strategy	Ongoing	<ul style="list-style-type: none"> To take overall responsibility for the Association's risk management programme To delegate organisational risk management to the National Secretary and financial risk management to the Treasurer
16	Advice to Membership	As required	<ul style="list-style-type: none"> Reply to letters from the membership within 5 working days or, if the letter needs further discussion and referral, to notify the sender of the action plan within 5 working days of receipt Reply to telephone/ email requests within 24 hours of receipt
17	Logo Applications	As required	<p>There may be requests from individuals or groups to use the National Back Exchange logo.</p> <ul style="list-style-type: none"> Review the application and inform applicant of the decision made, copied to the Administration Office Send logo in format required to successful applicant Maintain records and forward a copy to the Administration Office
18	Group Guidelines	November	Liaise with the National Secretary on any updates required for the group guidelines relating to the NBE constitution
19	Press releases/ position statements	As required	Liaise with the Public Relations Officer in order to release press or position statements in line with agreed guidelines.
20	Retain copies of all National Back Exchange strategic & operational documents	Monthly	To forward copies of all correspondence to the Administration Office for safe keeping
21	Professional Conduct	Ongoing	In accordance with the Nolan Principles of Public Life, declare any potential conflict of interest, before the item is discussed at an Executive Committee meeting
22	Mentorship	On retirement	Prior to retirement from the post, to actively recruit a successor and to provide mentorship to the successful applicant from the Annual General Meeting at which they are elected to the Business Planning Weekend the following February.