



Adult Learning Within Reach

Association President

- Role Title:** Association President
- Responsible to:** The Board of Trustees (“the Board”), and the Association Membership of WEA in England and Scotland (“the Membership”).
- Eligibility:** Any person who has been an Association Member for at least six months and who, having succeeded in election to the role in accordance with the Regulations, meets the statutory requirements of company directorship and trusteeship.
- Term of Office:** Elected to a term of up to four years (renewable to a maximum of eight years), subject to re-election and review by the Nominations Committee.

Purpose of the Role

In addition to the duties and responsibilities of a Trustee, the Association President will:

- Serve as Chair of the WEA Council;
- Provide supportive and inclusive leadership of the Association Membership, ensuring the full breadth of stakeholder voices are heard and responded to; and
- Lead the Annual Conference, ensuring proceedings fairly represent the range of views across the Association Membership as a whole.

Main Duties & Responsibilities in the Capacity of Association President

1. To Chair the WEA Council, ensuring the committee fulfils its purpose and functions as set out in the Articles and the Regulations, as may be update from time to time by the Board of Trustees.
2. To establish and maintain strong, effective, and constructive relationships with fellow trustees (including other Association Officers), the Chief Executive & General Secretary (“CEO/GS”) and other members of WEA’s Leadership Team.
3. To lead the Association Conference, ensuring it is carried out in accordance with the Regulations, and that the activities and achievements of the Association are reported.
4. To report to the Board from time to time any issues or concerns arising from the Association Membership, particularly with regard to the learner voice and the application of WEA’s principles and mission.
5. To commit to the use of Office365 tools to communicate with WEA, and to be available by email and occasionally by telephone between meetings for advice, *ad hoc* requirements, and occasionally to participate in decision-making between meetings.

Main Duties & Responsibilities in the Capacity of Trustee

Statutory duties

6. To ensure that WEA complies with its governing document, charity and company law, and any other relevant legislation, regulations, and sector guidance.
7. To ensure that WEA pursues its objects as defined in its Articles of Association.
8. To act within the powers conferred on Trustees by the WEA’s Articles of Association, and to exercise those powers only for the purposes for which they are conferred.

9. To act in a way which promotes the success of WEA, ensuring that WEA uses its resources exclusively in pursuance of its objects, for the benefit of learners, and with regard to the best long-term interests of the Association.
10. To exercise independent judgment, and reasonable care, skill and diligence in contributing to the Board's collective decision-making.
11. Acting together with the Board, to give firm strategic direction to WEA, setting overall policy, defining goals, setting targets and KPIs, and evaluating performance against agreed targets and KPIs.
12. To avoid conflicts of interest, and to abide by WEA's declaration of interests policy.
13. To safeguard the good name and values of WEA.
14. To ensure the effective and efficient administration of WEA.
15. To ensure the financial stability of WEA.
16. To protect and manage WEA's property and other assets, and to ensure the proper application and investment of the charity's funds.

Other trustee duties

17. To attend all meetings of the Board and any committee on which you are a member, unless apologies have been sent in advance.
18. To scrutinise the agenda and papers in advance of any meeting, preparing to offer supportive challenge to the executive and peers in relation to business on the agenda.
19. To provide guidance and advice on matters in which you have special expertise.
20. To undertake individual and collective training in the interest of WEA's commitment to supporting trustees' skills development and up-to-date knowledge.
21. To participate in the life of WEA in order to gain insight and understanding of the interests of its beneficiaries, and the services and benefits WEA delivers to them.
22. To attend events, functions, and other meetings in the interests of WEA.

Person Specification

Essential

1. Demonstrate a strong passion and commitment to the Association, its strategic objectives, and charitable aims.
2. Experience of governance and being part of a committee or board.
3. Experience of operating at a strategic leadership level.
4. Strong interpersonal skills, networking and relationship-building abilities, and demonstrable experience of partnership working.
5. Ability to commit the time required for the role, including participation in any training and development.
6. Willingness to undertake an enhanced DBS disclosure.

Desirable

7. Knowledge of relevant sector guidance in England and/or Scotland.

Time Commitment

The expected time commitment of trustees is estimated at c. 2 days per month. Service on the WEA Council is expected to add an additional 1-2 days per month.