



Adult Learning Within Reach

# Deputy Association President

- Role Title:** Deputy 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 Deputy Association President will:

- Attend meetings of the WEA Council, deputising for the President as Chair from time to time;
- Attend the Association Conference, deputising for the President as may be required;
- Provide supportive and inclusive leadership of the Association Membership; and
- Support and champion WEA’s educational mission and democratic values within and outside of learning and local networks.

## Main Duties & Responsibilities in the Capacity of Deputy Association President

1. If serving as Chair of a committee of the Board, to ensure that committee fulfils its terms of reference.
2. To establish and maintain strong, effective, and constructive relationships with fellow trustees (including other Association Officers), WEA Leadership Team, and the wider Association Membership.
3. To deputise for the Association President as required from time to time.
4. 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 for participation in decision-making between meetings.

## Main Duties & Responsibilities in the Capacity of Trustee

### Statutory duties

5. To ensure that WEA complies with its governing document, charity and company law, and any other relevant legislation, regulations, and sector guidance.
6. To ensure that WEA pursues its objects as defined in its Articles of Association.
7. 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.
8. 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.

9. To exercise independent judgment, and reasonable care, skill, and diligence in contributing to the Board's collective decision-making.
10. 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.
11. To avoid conflicts of interest, and to abide by WEA's declaration of interests policy.
12. To safeguard the good name and values of WEA.
13. To ensure the effective and efficient administration of WEA.
14. To ensure the financial stability of WEA.
15. 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

16. To sit on at least one committee of the Board.
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 operating at a strategic leadership level.
3. Strong interpersonal skills, networking and relationship-building abilities, and demonstrable experience of partnership working.
4. Ability to commit the time required for the role, including participation in any training and development.
5. Willingness to undertake an enhanced DBS disclosure.

#### Desirable

6. Experience of governance and being part of a committee or board.
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 a committee is expected to add an additional 1-2 days per month.