

Chair of Conferences Committee Job Specification



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| Date | 2021 |
| Duration of position | A maximum of 4 years |

Overall purpose Trustee and Chair of Conferences Committee

The purpose of the Chair is to lead the work of the Conferences Committee. The Chair sits on the Board as a full Trustee of The Physiological Society ('The Society') and a Director of The Society. The Chair is responsible for developing the direction of the Committee in line with the Committee's Terms of Reference, The Society's policies and strategic direction agreed by the Board, and The Society's charitable objects. The Chair of Conferences Committee is appointed at the Members' Forum. The term of office is four years; the Committee usually meets twice yearly, and the Board meets four times per year.

Working with the relevant staff member from the Senior Management Team, the Conferences Committee is responsible for ensuring the successful delivery of the Conferences strand of The Society's strategy, with its goal of '*Advancing physiology through our conferences: excellent science, wide and active participation, lasting impact*'.

Committee chairs are responsible for facilitating committee meetings and reporting the committee's findings to the Board. A willingness and ability to devote the necessary time commitment, to both Committee and Board business, and to respond to tight deadlines where necessary is a key requirement of this role.

Chair of Conferences Committee - Specific duties and responsibilities

- be responsible for the leadership of the Committee; ensuring that the necessary business of the Committee is carried out effectively in pursuit of The Society's Vision, Mission (Purpose) and strategic aims;
- work with the Director of Scientific Programmes to ensure that each committee meeting is planned effectively and conducted in accordance with its own Terms of Reference that set out the remit of the committee. Matters arising from the meetings will be dealt with in an appropriate and timely manner;
- ensure that all members are clear on the business to be transacted, making the most of all members of the committee and utilising their relevant skills and expertise as appropriate;
- guide towards clear decision making and action;
- build strong relationships within the Committee, actively listening and engaging effectively;
- demonstrate tact and diplomacy, building consensus and ensuring collective responsibility;
- work with the Director of Scientific Programmes to report and update the Board on activities and progress against agreed objectives;
- provide strategic input into the development of the conference portfolio, ensuring that conferences are high quality, internationally competitive scientific events which attract widespread and diverse participation;
- ensure that the conference portfolio is sustainable;
- work with committee members to develop and enhance the scientific conference programme ensuring a broad range of themes and topics is available which appeals to physiologists at all stages in their career;
- ensure that conferences make good use of available technology and that the Committee makes informed decisions on use of technology at or for each individual conference;
- review minutes prepared by staff before circulation.

Trustee role

Trustees of The Physiological Society oversee the strategic management and governance of the organisation. The administration and management are delegated to the Chief Executive who provides leadership to the charity and acts

within the strategic policy and delegated authority framework laid down by the Board of Trustees. However, Trustees are collectively responsible for:

- setting and overseeing the strategic direction of The Society in furtherance of its Charitable objects, Vision and Mission (Purpose);
- ensuring the outputs of The Society are pertinent to the pursuit of its charitable purposes and for the public benefit;
- establishing and conducting good Governance to ensure compliance with the Articles of Association, Regulations, Charity and Company Law;
- managing The Society's resources responsibly and ensure the financial stability and sustainability of The Society;
- ensuring due diligence and prudence in decision making to ensure actions are taken in the best interest of the charity;
- adherence to the Trustee Code of Conduct;
- acting as an ambassador for The Society and as a figurehead for Conference events and activities.

In addition to compliance with statutory duties, every Trustee should use their specific skills, knowledge, or experience to help the Board of Trustees reach sound decisions.

Skills, knowledge and experience

- provide inspirational leadership to drive forward the Conference implementation plans and associated activities;
- understand the diverse physiological interests of the membership and provide strategic input into the development of programmes and activities;
- display excellent facilitation skills;
- exhibit strong organisational skills and proficiency at chairing meetings including excellent time management and the ability to encourage equal contribution;
- possess strong interpersonal and communication skills including being an active listener with the ability to summarise discussions concisely.

Personal qualities

- very high level of credibility within the community;
- ability to act with impartiality, tact and diplomacy while being decisive;
- ability to give considered, objective opinions and a willingness to constructively challenge where necessary;
- ability to think creatively and strategically;
- willingness to act in the best interest of The Society and to separate their role as the Chair of Conferences Committee from their duties as a Trustee where necessary;
- ability to work effectively as a member of a team and foster a collaborative environment.