

ROLE DESCRIPTION

Board of Trustees Officer – President Elect

Collective and individual statutory duties

- Ensuring IFST complies with its constitution, Charity Law, Company Law and any other relevant laws
- Ensuring the Institute pursues its Object as defined in the IFST Memorandum of Association
- Ensuring the Institute applies its resources effectively and exclusively in pursuance of its Object and within its powers
- Contributing actively to the Board of Trustees (BoT) by giving firm strategic direction to IFST, setting overall policy, determining high level objectives and evaluating overall performances to these objectives
- Safeguarding the good name of IFST and the values of the Institute
- Ensuring the effective and efficient administration of the Institute
- Ensuring the financial stability of IFST
- Protecting and managing the property of IFST and ensuring the proper investment of the Institute's funds

Other General Duties

In addition to the statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the BoT reach sound decisions. This will involve:

- Scrutinising board papers
- Attending Board meetings
- Participating in and sometimes leading discussions
- Focusing on key issues and taking strategic decisions
- Providing guidance on new initiatives especially on issues in which the Trustee has special expertise
- Representing the Institute internally and externally

Other specific duties

- Deputising for the President in their absence
- Familiarising themselves with the Institute's activities, constitution and governance structures in preparation for their appointment as President
- Working with the President to help lead the future strategy and direction of the Institute.
- Leading the Board's strategy planning workshop prior to their appointment as President.
- Acting as spokesperson for the Institute as appropriate

Commitment

It is expected that the individual elected to this role will go on to become the Institute's President. The individual therefore understands that there is likely to be an overall commitment of 4 to 5 years in a senior role.

Document Ref: IFST President Elect vOct24

As such it is expected that, wherever possible, the holder of this role attends the following meetings:

- Scheduled Board meetings (up to 6 meetings per year)
- Further meetings are likely based on the need to liaise with a number of external organisations.
- In addition, the holder is expected to attend the Institute's AGM and any other General Meetings
- The holder may be asked to represent the Institute at other meetings and events (Institute and external)

Competence expectations

It is expected that, to be able to effectively fulfil this role, nominees will have experience or understanding in the majority or all, the following areas:

- Charity/company governance
- Senior leadership experience
- Strategic influencer – strong network and relationships across the broad food sector
- Strong strategic thinker
- Prior active engagement with IFST
- Confident to act as the figurehead of the Institute externally
- Chairing Board meetings

Election and Service

As set out in the Regulations, the term of office of the President Elect is normally one year. The President Elect will then normally be elected President for 2 to 3 years following their election at the AGM. For the succeeding one year they will normally be appointed Immediate Past President.

After retiring as Immediate Past President, the individual will not normally be eligible for re-election to an Officer role for one year.

Delegated Responsibilities

To be added