



BCLA CHAIR - JOB DESCRIPTION

Employer:	British Contact Lens Association
Position:	Chair of the Council and a Trustee
Type:	Part time
Location:	Remote. Occasional travel within UK required.
Organisation size:	Small/Medium sized membership organisation.
Direct reports:	CEO
Salary:	Unsalaries voluntary position

The British Contact Lens Association (BCLA) is a membership organisation which plays an important part in global contact lens and anterior eye education and thought leadership. Its mission is to be recognised as the world's leading contact lens and anterior eye community, aiming to deliver to its members the best access to evidence-based resources and education. Through the process of knowledge sharing, education and networking, BCLA brings expertise from the world of academia and research into the world of the eye health professionals, for the benefit of their patients.

The BCLA is seeking a new Chair to represent the BCLA membership to ensure the association is led and directed appropriately. As the lead of both council and executive committees, it is the chair's role to ensure that all elected members of council hold an equal voice, a fair vote and are able to represent the membership.

The Chair is the internal lead of the association, with line management responsibility for the CEO. They will support setting the strategic direction of the BCLA, and ensure the organisational priorities, determined by council, are worked towards. The Chair will support the president to carry out their pivotal role as the external face of the organisation, by ensuring the internal functioning of the association is effective.

Responsible to: Council/Board of Trustees

Key responsibilities:

The Chair is a member of BCLA Council and is elected to this in accordance with the Association's Articles.

Council leadership

- Ensuring that council appointments are unbiased and fair
- To be the guardian of the interests of the members by ensuring that the organisation pursues its agreed objectives
- Addressing inappropriate behaviour from council members

Council and exec meeting chair:

- Chair meeting fairly and without personality bias
- Work with CEO to set agenda
- Lead meetings with passion and engagement, efficiently conducting business
- Influence decisions towards strategic objectives
- Ensure all voices are heard



- Ensure fair voting and decisions are made in accordance with majority
- Co-ordinate 'Exec meeting' every 3-weeks.

AGM and annual review

- Work with CEO to set agenda
- Chair AGM
- Work with CEO to direct annual business review

CEO management

- Day to day line management
- Ensuring the CEO employment complies with legislation good practice
- To deal with any grievances against the Chief Executive or board members in accordance with the organisation's procedures
- Setting goals and objectives
- Review and appraisals
- Support and guidance

Strategy and Planning

- Support CEO in strategic planning and lead council to a spirit of continuous improvement
- Work with industry and commercial partners to deliver plans which meet the needs of key stakeholders

Compliance

- Understand and adhere to the articles of the association
- Ensure decisions are made in accordance with the articles of the association
- Update the articles of the BCLA as required (ratified at AGM)

Expected time commitments:

- Weekly: minimum of 2 hours per week, plus
- Quarterly: 1-2 full days for council and CEO meetings, plus
- Annually: 2 full days to represent the association at events.

Key qualities

- Strategic
- High level of integrity
- High level of emotional intelligence
- Macro-management style



Person specification:

Essential characteristics

- Well-developed leadership skills in chairing and managing meetings, making best use of time available
- Strategic thinker, with evidence of previous strategic positions
- Awareness of good practice in governance
- Credibility in the industry and outside
- Able to set aside personal interests
- Diplomacy but with the ability to challenge constructively as needed
- Able to distinguish between strategic and operational issues
- Experience of appraising the performance of senior staff, including the ability to give constructive feedback, both positive and negative
- Forward thinking with a collaborative approach
- IT literate, able to use email and willing to use technology, e.g. for virtual meetings

Preferred characteristics

- Eye care professional (Optometrist, Contact Lens Optician, Dispensing Optician, Ophthalmologist preferred)
- Person in the employment of industry or commercial partner in a strategic position preferred
- Previous experience of similar roles preferred
- Experience or understanding of membership bodies preferred
- Financial management skills and experience preferred

Appointment:

The Chair will be elected by the Council through an application process. The term is up to three years, plus a 6-month transition period at the outset for handover of responsibilities.

The position of Chair is voluntary, although reasonable expenses will be reimbursed in accordance with the Association's expenses policy.