



CHARTERED SOCIETY OF PHYSIOTHERAPY

CHAIR OF COUNCIL

ROLE, RESPONSIBILITIES, TIME COMMITMENT & REIMBURSEMENT

The CSP is committed to equality of opportunity and actively guards against unfair discrimination on any grounds (including sexual orientation, religion or beliefs, race, sex, age or disability). We encourage applications from all countries and crown dependencies of the UK.

SUMMARY

The Chair of Council provides leadership to the Council with prime responsibility for ensuring it has agreed priorities, appropriate structures, processes, culture and executive staff to enable the Council to discharge its duty to provide leadership for the physiotherapy profession and be responsible for the governance of the Chartered Society of Physiotherapy'.

DUTIES AND RESPONSIBILITIES

1. Leadership

- 1.1 To act as a role model for members and to inspire the profession.
- 1.2 To attend national and local member meetings to brief members on Council's activities and to listen to members' concerns and professional activities in order to be informed on major initiatives, and regional and workforce issues.
- 1.3 To distil and communicate membership views to and from all sections of the Society.
- 1.4 To work to proactively anticipate problems and identify opportunities.
- 1.5 To provide leadership and direction to Council to enable Council Members to function effectively and fulfil their responsibilities for the strategic direction and governance of the profession and the Society.

- 1.6 To be responsible to Council and the CSP membership for the work of the Society, and to maximise the performance of the Chief Executive in implementing and delivering the Society's strategies and objectives as agreed by Council.
- 1.7 To define goals and, with Council set targets for the Society and evaluate performance against agreed targets.
- 1.8 To ensure that Council decisions are aligned with the strategy, purpose and values of the Society.
- 1.9 To undertake the Performance Review of the Chief Executive, ensuring that the annual business plan and budget are delivered.
- 1.10 To promote an active response within the Society to current and changing health care in the UK and abroad.
- 1.11 To be proactive in professional, educational and trade union issues.
- 1.12 To act as a spokesperson for the CSP, with appropriate briefing from staff.
- 1.13 To act as the CSP's ceremonial figurehead [in conjunction with the President of the Society].

2. Management of Council

- 2.1 To invest time getting to know and develop all Council Members in order to create the environment for a high-performing Council.
- 2.2 To set an agenda for Council which is focused on strategic matters, forward looking; and evaluates and oversees current business.
- 2.3 To facilitate Council meetings to promote stimulating, well-rounded and carefully considered strategic decision-making.
- 2.4 To encourage all Council members to contribute to debate so that all perspectives are heard and to make difficult decisions for the right reasons.
- 2.5 To collaborate with the Vice-Chair to build and maintain trust to work productively with Council members.
- 2.6 To create the conditions for overall Council and individual Council member effectiveness.

- 2.7 To work with the Vice-Chair to lead the Council and to delegate assignments to Council members as appropriate.
- 2.8 To work closely with the Chief Executive to ensure the effective working of Council.
- 2.9 To ensure that Council's decisions are implemented.
- 2.10 To steer and guide the Council to make key governance and strategic decisions.
- 2.11 To carry out such other tasks as requested by Council.

3. Governance and Accountability

- 3.1 To lead Council meetings to allow sufficient time for discussion of complex or contentious issues and to encourage and value all members' contributions.
- 3.2 To ensure the accountability of the Chief Executive and the Leadership Team, for the effective and efficient delivery of the Society's business.
- 3.3 To ensure that Council leads on strategic matters reserved to the Council.
- 3.4 To promote and oversee the highest standards of corporate governance within the Council and the Society.
- 3.5 To lead Council in discussions on all proposals put forward by the executive team.
- 3.6 To ensure that the Society acts in accordance with its Charter and Bye-Laws and any other legal and regulatory requirements.
- 3.7 To address any conflict or potential conflict within the Council to maintain credibility and transparency.
- 3.8 To oversee the recruitment process, performance and remuneration of the Chief Executive Officer.
- 3.9 To ensure that the Society's financial dealings and management of identified risks are prudently and systematically accounted for and audited.
- 3.10 To act as an authorised finance signatory and to approve all expenses relating to the Chief Executive.
- 3.11 To ensure the financial stability of the Society and that members' subscriptions are well spent.

- 3.12 To review the audited annual accounts and sign them on behalf of Council.
- 3.13 To ensure the long-term sustainability of the Society by understanding and keeping up to date with financial and management accounts.
- 3.14 To oversee the appointment process to CSP committees and groups.
- 3.15 To oversee the Member complaints process.

4. Annual Representative Conference (ARC)

- 4.1 To chair the Annual Representative Conference (ARC) Agenda Committee and the ARC Conference itself.

5. External Relations

- 5.1 To be a CSP delegate at the World Confederation of Physical Therapy (WCPT) conferences and European meetings and to represent the Society at national and international events.
- 5.2 To represent the Society in multi-professional meetings (including the AHPF).
- 5.3 To work to raise the profile of the CSP and represent it to external organisations.
- 5.4 To liaise with Government Ministers and officials as required.
- 5.5 To promote the Society to a wider audience to contribute to the future development of the profession and the organisation.
- 5.6 To safeguard the reputation and values of the Society.

6. Developmental

- 6.1 To promote an appropriate induction programme for Council members, creating the opportunity for maintenance of the relevant skills and knowledge required to fulfil the members' roles on Council and its committees.
- 6.2 To ensure that the Council undertakes an annual evaluation of its own performance, that of its committees and that of individual Council members, including the Chair.

6.3 To take the lead in identifying and meeting the development needs of individual Council members, including themselves, and to address the development needs of the Council as a whole with a view to enhancing its overall effectiveness as a team.

7. Additional information

7.1 The Vice-Chair acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair.

7.2 The above list is indicative only and not exhaustive. The Chair will be expected to perform all such additional duties as are reasonably commensurate with the role.

8. Annual allowance and reimbursement of Chair expenses

8.1 The time of Chair of Council is reimbursed up to 2½ days per week of their current salary, paid in four instalments on a quarterly basis. The level of that reimbursement will be agreed before a new Chair's term commences

8.2 The Chair of Council will be reimbursed for out of pocket expenses in line with the current CSP Expense Policy.

8.3 The Chair will receive the administrative support of the CSP Executive Assistant in discharging their duties as Chair of Council.

Agreed by Council - March 2022