

## ROLE DESCRIPTION FOR HONORARY OFFICERS

*If you are considering standing for election as an Honorary Officer, please read this document carefully.*

### The President

The President is the most senior and recognised lay leader of British Jewry and takes an overarching leadership role of the Board of Deputies.

The President's role includes:

- Being the Deputies' agent in implementation and development
- Acting as the day-to-day point of contact for the Chief Executive on matters requiring urgent attention
- Taking the role of the Chair of the Executive Committee, Board (plenary) meetings as well as other relevant meetings hosted by the Board of Deputies
- Allocating which Division each Vice-President will chair
- Acting as the primary fundraiser for the Board of Deputies
- The President is not expected to become involved with the internal management and day-to-day work of the organisation.

### The Honorary Officers

Each Vice-President is the Chair of one of the Board's Divisions. These Divisions cover the key areas of the Board of Deputies work.

The Vice-Presidents' roles include:

- Giving direction to the work of the Board of Deputies and leading on some of this work
- Acting as fundraisers on behalf of the organisation, including cultivating personal and professional contacts as potential Board donors
- Being the Chair of the Divisions and leading on their work.

The Vice-President with the highest number of votes will be designated as the Senior Vice-President and will deputise for the President in their absence.

The Honorary Officer Team (Including the President) will:

- Devote a significant amount of time to the affairs of the Board of Deputies.
- Demonstrate the diplomacy required to work with and represent the Jewish community.
- Lead on large cross-communal projects.
- Act as the Board of Deputies' public face to the Jewish community in the UK, internationally and to wider British Society.
- Attend relevant Board of Deputies meetings.
- Undertake the legal responsibilities and duties of charity trustees and attend appropriate training

#### Required Skills for the Honorary Officer Team (Including the President):

- The ability to identify and set the key strategic priorities of the organisation.
- The ability to work effectively as a team, communicate with and have respect for the Board's professional team in addition to Deputies and other key stakeholders.
- The ability to resolve difficult issues in a rapidly changing environment
- Diplomacy
- The ability to identify, cultivate and approach potential major donors on behalf of the Board
- Experience in managing large teams of volunteers

#### Role Specific Skills – Treasurer

All significant financial commitments must have the authority of the Finance and Organisation Division or the Treasurer.

In addition to previously defined skills, the role of the Treasurer includes:

- Familiarity with the principles of good resource management
- The ability to oversee the development of procedures for financial control, income and expenditure forecasts, grant applications and the regular scrutiny of management accounts
- The ability to oversee the Board's marketing function, setting the strategy for improving the Board's financial base, and be responsible for approving the terms and conditions of the Board's staff
- Responsibility for the submission, to the Executive Committee, of the management accounts two or three times a year, illustrating the detailed income and expenditure of the Board of Deputies in functional terms as compared with the budgets.
- Professional accountancy, marketing or financial expertise (preferable)