



Role description

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| Title | UKCP vice-chair |
| Duration | Max term: 96 consecutive months |
| Accountable to | Board of Trustees, UKCP Chair |
| Direct Reports | n/a |
| Location | Remote or at the UKCP Office, York House, 221 Pentonville Road, London, N1 9UZ |

Main purpose/aims of role

You will be a company director and charity trustee, ensuring that UKCP pursues its charitable objectives, complies with its governing documents and has financial stability.

By assisting the UKCP chair, you will help to provide leadership and direction to the organisation and its key stakeholders in order to pursue UKCP's vision, mission and strategic direction.

You will embed good governance practices in everything UKCP, the trustees, officers and staff undertake, abiding by the Nolan principles, upholding the trustees' code of conduct and ethical behaviours, as well as promoting diversity and inclusion.

You will command confidence and collaborate effectively across UKCP and with external stakeholders, particularly with regard to reviewing UKCP official documents.

Note that this is an elected role – the role holder shall be a UKCP psychotherapist or psychotherapeutic counsellor.

Company director and charity trustee

The vice-chair shall:

- ensure that the organisation pursues its charitable objectives, as defined in the articles of association, by developing and agreeing a long-term strategy
- ensure that the organisation complies with its governing documents (articles of association, byelaws and standing orders), charity law, company law and other relevant legislation/regulations
- ensure that the organisation applies its resources exclusively in pursuance of its charitable objects for the benefit of the public
- ensure that the organisation defines its goals and evaluates performance against agreed targets
- safeguard the good name and values of the organisation
- ensure the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- ensure the financial stability of the organisation
- protect and manage the property of the charity and ensuring the proper investment of the charity's funds
- with the Remuneration, Appointments and Performance Management Committee (RAPMC), follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive officer.

Main duties and responsibilities as a member of the Board of Trustees

The vice-chair shall:

- maintain an up-to-date knowledge of issues pertinent to UKCP and the Board's business
- attend Board and other meetings and contribute expert ideas and knowhow, listen to the debate, and collaborate with other members to reach consensus and decisions in the best interests of UKCP
- declare any potential or perceived conflicts of interest, and be recused for the pertinent sections of the meeting
- carry out actions as agreed by the board
- as necessary, collaborate with Board members 'offline' to progress the work of the board satisfactorily.

Vice-chair of the Board of Trustees

The vice-chair shall:

- on occasions, deputise for the UKCP chair to run Board of Trustees' meetings
- sit on committees, panels and working groups (e.g. appointments or disciplinaries), and attend and/or present at other meetings or events as required
- for transparency and accountability, report to the Board of Trustees on a quarterly basis on activities, highlighting achievements, and escalating risks and issues as appropriate
- assist with periodic reviews on the effectiveness of the Board and trustees, and implement improvements as necessary
- support, on completion of the term of office, the incoming vice-chair through the provision of advice and de-briefing;

Chair of the Remuneration, Appointments and Performance Management Committee (RAPMC)

The RAPMC chair will normally be, but is not limited to, the UKCP vice-chair and they shall

- in liaison with staff and the management team, plan an annual cycle of meetings and arrangements
- determine, in consultation with the management team, on the content of meeting agendas, the order in which items are taken and the amount of time to be devoted to each
- ensure that the work of the committee is consistent with the constitutional documents and that issues of interest to the wider organisation are appropriately referred
- ensure the committee's business is conducted in an orderly fashion and that all trustees obtain a fair hearing
- direct any person be excluded from a meeting for any item of business, for example, on grounds of confidentiality or a conflict of interest
- ensure that decisions represent the collective views of the committee; or when consensus cannot be reached, a question shall be decided by a majority of votes (the chair has a casting vote in the case of equality of votes)
- ensure decisions taken by the committee are clear and unambiguous, and that responsibility for taking forward action points is properly allocated

- monitor the implementation of agreements and action points from previous meetings
- prepare a report from the RAPMC to the Board of Trustees on a quarterly basis on activities and decisions, highlighting achievements and escalating risks and issues as appropriate
- conduct periodic reviews on the effectiveness of the committee, and implement improvements as necessary
- support, on completion of the term of office, the incoming chair through the provision of advice and de-briefing.

Other duties – accountable to the UKCP chair

On occasions, deputise for the UKCP chair and they shall:

- in liaison with staff and the management team, help to plan an annual general meetings and arrangements
- represent the organisation at functions and meetings, and act as a spokesperson in line with media policies and in liaison with the communications and engagement team
- draft briefing notes and communications pieces for internal and external audiences as required
- help to develop the Board of Trustees including induction, training, appraisal and succession planning
- assist with addressing conflict within the Board and within the organisation, and liaise with the chief executive officer to achieve this
- liaise with the chief executive officer to help keep an overview of the organisation’s affairs and provide support as appropriate:
 - take an impartial and independent approach when overseeing regulatory matters
 - champion equity, diversity and inclusion (EDI) and belonging, intersectionality, inclusion, diversity and equity (BIIDE)
 - oversee risk management
 - give direction to policymaking
- in line with constitutional requirements (standing orders), review UKCP official documents.

This is not an exhaustive list and you are required to be flexible in your approach to carrying out your duties which may change from time to time to reflect changes in UKCP's approach to a culture of continuous improvement.

Person specification

Expected qualities

You should have:

- an extensive understanding of the wider talking therapies environment, regulatory frameworks and professional associations
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- a commitment to UKCP and its charitable objectives
- leadership skills, strategic vision and the ability to think creatively
- excellent communication and stakeholder engagement skills with experience of working in an influential role and driving positive cultural change
- experience of board or committee work
- good, independent judgement; the ability to act with impartiality, fairness and respect confidences
- a willingness to speak your mind, with an ability to navigate complex and sensitive issues with tact, diplomacy and empathy
- a commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- sufficient time to fulfil the demands of the role
- no obvious conflicts of interest with pre-existing roles and activities
- proficient skills with Microsoft Office suite and online/hybrid meetings.

Desirable qualities

You could have:

- experience of effectively chairing meetings, encouraging input from a diverse range of backgrounds
- experience of championing and advancing EDI-BIIDE objectives
- experience of managing a 'volunteer' workforce.

UKCP behaviours

The post-holder will adhere to the following behaviours, which are based on the fundamental values on how everyone at UKCP works together:

- Recognise each other's skills, experience and passion
- Commit to engaging others positively and constructively.
- Be accountable for the integrity of UKCP and the profession we represent
- Take responsibility for our working culture
- Lead by example.

Remuneration

Unremunerated: reasonable expenses can be claimed in accordance with the expenses policy.

Expected time commitment

Five board meetings per year and one annual general meeting. Four RAPMC meetings per year.
Executive duties – approximately one day per month.