



## **ROLE DESCRIPTION FOR CHIEF EXECUTIVE OFFICER**

Responsible to: the board of trustees and line managed by the chair of trustees on behalf of the board.

### **Key responsibilities**

1. To provide leadership to ISWAN and to be responsible for the management and administration of its charitable and commercial activities within the strategic, policy and accountability frameworks laid down by the board of trustees
2. Together with the chair, to enable the board of trustees to fulfil its duties and responsibilities for the proper governance of ISWAN and to ensure that the board receives timely advice and appropriate information on all relevant matters

### **Duties and tasks to fulfil the key responsibilities**

**1. To provide leadership to ISWAN and to be responsible for the management and administration of its charitable and associated commercial activities within the strategic and accountability frameworks laid down by the board of trustees.**

#### ***Leadership 1.1.***

- To lead, inspire and motivate staff
- To assist the board in agreeing the values, ethos, vision and mission of ISWAN
- To lead the review and development of a medium- to long-term strategy for ISWAN within its objects, through extended campaign efforts, and the growth of the membership base of ISWAN and to obtain the approval of the board
- To focus and develop the work of ISWAN in order to achieve its strategic priorities
- To ensure that ISWAN's values and policies are relevant, fair and consistently implemented
- To engage staff in constantly seeking ways to learn and to improve ISWAN performance
- To develop and maintain an environment that attracts and retains the best staff

#### ***Management 1.2.***

- To be accountable to the board for the proper and effective management of ISWAN
- To ensure that ISWAN has an appropriate management structure and management systems in order to fulfil its strategic objectives and to carry out its work efficiently and effectively with best practice management policies and decisions making
- To ensure that business, operational and annual plans to underpin the strategic plan are developed, agreed and implemented
- To implement appropriate methods for monitoring the performance of ISWAN against its strategy, business, operational, and annual plans, and against the approved annual budget and to regularly report performance to the board of trustees

- To ensure that the recruitment, management, training and development of staff reflect good, fair employment practice and are directed towards achieving ISWAN's objectives
- To ensure that ISWAN is aware of best practice and that it constantly works to achieve this within available resources and any constraints laid down by the trustees
- To be responsible overall for the sound financial health of ISWAN including developing, overseeing and monitoring an effective programme of fund raising.
- To ensure that the major risks to which ISWAN is exposed are reviewed regularly by the board and the executive team, systems have been established to mitigate these risks, and a risk analysis is automatically carried out when taking on new work or proposing new work to the board
- To ensure that there are effective mechanisms in place to ensure the robustness of external and internal controls (financial and non-financial)

***External and internal relations 1.3.***

- To foster good communications throughout ISWAN and externally across the global maritime sector
- To develop, as appropriate, ISWAN's public profile and foster good relationships internationally with funders, governments, statutory, voluntary and private bodies, and other stakeholders, particularly seafarers
- To set up mechanisms for listening to the views of current and future beneficiaries on the performance of ISWAN, as well as on areas for future development
- To scan the external environment for changes that may affect ISWAN, to advise the trustees proactively and to take necessary action

***Legal and regulatory compliance 1.4.***

- To ensure that ISWAN fulfils all of its legal, statutory and regulatory responsibilities

**2. Together with the chair, to enable the board of trustees to fulfil its duties and responsibilities for the proper governance of ISWAN and to ensure that the board receives timely advice and appropriate information on all relevant matters.**

***Strategy and planning 2.1.***

- In partnership with the chair, to ensure that the trustees set the values, ethos, vision, mission, strategic objectives and priorities for ISWAN

***Ensuring effective governance 2.2.***

- To draw the board's attention to matters that it should consider and decide
- To ensure that the board receives all necessary advice, guidance and information on matters relating to current performance, regulatory and legal compliance, and other appropriate issues; and making sure that such advice, guidance and information are timely, accurate, balanced and relevant
- To ensure that the staff understand and support the governance role of the board and to foster a positive and constructive working relationship between the board and the executive
- To ensure with the chair that the board of trustees reviews regularly ISWAN's governing instruments and governance structure, and to assist with the board's assessment of its own performance
- In partnership with the chair, to ensure that the board's delegated authority is recorded in writing and understood fully by staff, and that all agreed reporting procedures are followed

To work closely with the board to ensure that its members have the skills it requires to govern ISWAN effectively, and that the board has access to relevant external professional advice and expertise when necessary

To assist the chair in ensuring that there is a systematic, open and fair procedure for the recruitment or co-option of trustees, future chairs of the board and future chief executives

To work with the chair to ensure that all members of the board receive appropriate induction, advice, information and training (both individual and collective), thus getting the best thinking and involvement of each member of the board

***Board meetings 2.3.***

To ensure that the board is given the timely information it needs to perform its duties

In partnership with the chair, to develop an annual programme of board and committee meetings

In partnership with the chair, to ensure that the right and appropriate items reach board agendas and that high-quality papers support each item on the agenda

To assist the chair in ensuring that the board focuses on its governance role and not in detailed management issues

To report regularly to the board of trustees on the performance of ISWAN, progress towards the strategic priorities and the achievement of board policies

To submit, or assist the board in the development of, high-level policy proposals and be responsible for their efficient and effective achievement

To maintain a record of board decisions and to implement them.

***Relationships with the chair of trustees 2.4.***

To have regular one-to-one meetings with the chair to openly discuss progress and problems, agree expectations of each other, plan the board's annual programme together and prepare together for meetings

In close consultation with the chair, to agree respective roles in representing ISWAN externally and acting as spokesperson at public functions, public meetings and to the press/media