

## **The Role of Council Members and Chairs**

### **Council Member**

The role of a Council Member is to:

- contribute their knowledge and expertise to Council meetings, to aid effective decision-making;
- support the Council's objectives;
- ensure that they have a good working knowledge of HCPC's functions, processes and other information that may help their role;
- act in accordance with the Code; and
- act as an ambassador for the HCPC, representing the Council to stakeholders.

### **Council Chair**

In addition to the role of Council member, the Chair will also:

- provide strong non-executive leadership, and encourage open and pro-active accountability to the public and the professions;
- act as an ambassador for the Council, inspiring confidence in the organisation and representing the interests of statutory regulation to outside bodies;
- develop and maintain constructive collaboration, networking and consultation with key stakeholders, and others when required;
- uphold public interest in all that the HCPC undertakes;
- chair meetings of Council;
- approve draft agendas and approve draft minutes for presentation to Council;
- monitor and develop Council members' performance, providing support as necessary;
- manage the Council's Chief Executive so as to secure effective oversight of the development and achievement of the Council's strategic, policy and operational objectives and compliance with its statutory responsibilities.
- set the Chief Executive's objectives and monitor the Chief Executive's performance against those objectives;

## **Committee Chairs**

The role of the Chair is to:

- approve draft agendas and approve draft minutes for the committee;
- consult the Committee Secretary for advice as needed;
- manage the efficient and effective running of meetings by grasping the detail of a wide range of business, and contribute to objective decision making by exercising sound judgement;
- facilitate open discussion, and good decision-making;
- give an overview of the business of the Committee and present any relevant papers to Council;
- report annually to Council on the Committee's activities over the last year;
- ensure that the meeting is conducted in accordance with the standing orders, and that all members keep to the Code of Conduct; and
- act as spokesperson for the committee if required.

## **Senior Council Member**

The Senior Council Member has the following functions in respect of Council governance:

- acting as a sounding board for the Chair and Chief Executive on governance matters;
- being the contact point for Members who have concerns which:
  - they have been unable to resolve via the Chair or Chief Executive; or
  - would be inappropriate to raise with the Chair or Chief Executive;
- being the contact point for Members or Executive Directors to raise issues which they feel have not been or cannot be resolved through normal channels;
- being a conduit for Members' views on the performance of the Chair, overseeing the annual performance appraisal of the Chair;
- overseeing the appointment and reappointment process for Chair;
- being the contact point for Members who have concerns about the Chair, the Chief Executive or the relationship between the Chair and the Chief Executive;
- being the contact point for Members who have concerns about the relationship between the Chair and a Council Member;
- initiating dialogue with the Chair or other Members if it appears that the Council is not functioning effectively; and

For the purpose of discharging these functions, the Senior Council Member may require the Council Secretary to include a relevant item of business on the agenda for any Council meeting.

### **Term of Office**

The term of office for the Senior Council member will be two years with the possibility of renewal for a further two years subject to Council approval. The maximum term of office will be four years. Appointment or removal from office is a decision reserved for Council.

**3rd December 2020**