

## BSHAA Board Roles Summary

### Purpose:

This document provides an overview of the responsibilities of BSHAA's Board leadership, Directors, and management roles. It is intended for Board members, new Directors, and members who wish to understand how our governance and operations function.

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### Leadership, Management & Board Roles Overview

Role	Purpose	Status
<b>President</b>	Provides strategic leadership and represents BSHAA externally	Elected from within the Board, by Board Members for a 3-year term.
<b>Vice President</b>	Supports the President and ensures continuity of leadership	Elected from within the Board, by Board Members for a 3-year term.
<b>Company Secretary</b>	Oversees governance, compliance, and transparency	Elected from within the Board, by Board Members – no fixed term.
<b>Treasurer</b>	Safeguards BSHAA's financial integrity and sustainability	Elected from within the Board, by Board Members – no fixed term.
<b>Operations Manager</b>	Manages day-to-day operations, administration, and delivery of BSHAA's objectives	Full-time paid staff position
<b>Board Members (Directors)</b>	Support governance and delivery of workstreams; some in areas of work as Director of [Workstream], some may deputise.	Elected by BSHAA full members (FSHAA/MSHAA) for a 3-year term

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### Role Details

#### 1. President

**Purpose:** Lead BSHAA strategically and represent the Society externally.

**Key Responsibilities:**

- Chair Board meetings and ensure effective governance.
- Set strategic direction in collaboration with the Board.
- Represent BSHAA to members, professional bodies, and regulators.
- Support Directors and working groups across Membership, Standards, Education, Mediation, and Events.

**Working Relationships:** Vice President, Company Secretary, Treasurer, Operations Manager, Directors.

**Status:** Elected from within the Board, by Board Members for a 3-year term.

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## 2. Vice President

**Purpose:** Support the President and provide continuity of leadership.

**Key Responsibilities:**

- Act as deputy Chair of the Board and step in for the President as required.
- Support strategic planning and governance oversight.
- Assist Directors and working group chairs to ensure effective operation.
- Prepare to succeed the President if elected in the future.

**Working Relationships:** President, Company Secretary, Treasurer, Operations Manager, Directors.

**Status:** Elected from within the Board, by Board Members for a 3-year term.

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## 3. Company Secretary

**Purpose:** Ensure BSHAA is well-governed, compliant, and transparent.

**Key Responsibilities:**

- Maintain statutory compliance (Companies House filings, registers).
- Support Board meetings: agendas, minutes, and documentation.
- Guide the Board on governance, legal, and procedural matters.
- Oversee AGM, elections, member communications, and record-keeping.

**Working Relationships:** President, Vice President, Treasurer, Operations Manager, Directors.

**Status:** Elected from within the Board, by Board Members.

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## 4. Treasurer

**Purpose:** Ensure the financial health, integrity, and sustainability of BSHAA.

**Key Responsibilities:**

- Oversee all financial matters, including budgeting, reporting, and financial controls.
- Present clear and timely financial reports to the Board.
- Advise the Board on financial strategy, risk management, and long-term planning.
- Work with the Operations Manager on day-to-day financial operations and compliance.
- Lead preparation and review of annual accounts; liaise with auditors.
- Ensure financial transparency and accountability to members.

**Working Relationships:** President, Vice President, Company Secretary, Operations Manager, external auditors/accountants.

**Status:** Elected from within the Board, by Board Members.

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## 5. Operations Manager

**Purpose:** Ensure the effective delivery of BSHAA's strategic objectives through efficient operations and administration.

**Key Responsibilities:**

- Manage day-to-day operations including finance administration, membership services, events, communications, and support functions.
- Implement strategic direction set by the Board; align operational plans with budgets.
- Support President, Vice President, Company Secretary, and Treasurer with timely operational, financial, and membership information.
- Liaise with external suppliers, partners, and stakeholders.
- Maintain operational systems, procedures, and records to support governance and compliance.
- Coordinate Board meetings, working group activity, and administrative support.
- Oversee contractors or staff to ensure efficiency and value for money.

**Working Relationships:** Reports to President; works closely with Vice President, Company Secretary, Treasurer, and Directors.

**Status:** Full-time paid staff position.

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## 6. Board Members (Directors)

**Purpose:** Volunteer leaders who support BSHAA governance and delivery of key workstreams. Some lead specific areas as **Director of X**.

**Key Responsibilities:**

- Attend Board meetings and participate in decision-making.
- Lead or support working groups aligned to BSHAA's focus areas.
- Directors of [Workstream]: chair working groups, coordinate volunteers, ensure delivery of objectives.
- Support operational delivery and strategic initiatives with the Operations Manager and Board.
- Maintain high standards of governance, acting in the Society's best interests.

**Working Relationships:** President, Vice President, Company Secretary, Treasurer, Operations Manager, other Directors; Directors of X liaise closely with working group members.

**Role Status:** Elected by BSHAA full members (FSHAA/MSHAA) for a 3-year term.

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**Footer:**

These role summaries are intended to ensure clarity of leadership and management responsibilities and promote transparency, accountability, and good governance across BSHAA