

# EMCC UK BOARD

## Vice President - Role Specification

### The Context

EMCC UK is a professional membership organisation which encourages excellence and progression for mentors, coaches, and supervisors. We are affiliated to EMCC Global and are the longest standing professional body in this field. Our aim is to define, create and promote best practice for all in mentoring, coaching and supervision. For professionals in the field, we provide a community which supports professional development and growth and a continuous conversation about how to keep improving. Our services to our membership focus on three key areas:

- **Developing and progressing**

To enable our members to recognise their ability and signal to others by benchmarking their capability against EMCC Standards and progressing through our professional development pathway to achieve accreditation of their practice. We provide opportunities for our members to gain appropriate qualifications, continue their professional development and achieve certification through conferences, regional meetings and CPD events.

- **Support and learning**

For our members to meet and network with like-minded people who have a passion for coaching and mentoring at one of our Regional Network meetings which run across the UK. To learn with others at our events, conferences, through participating in our research or by accessing our resources and practical guides.

- **Recognition and belonging**

For our members to be part of our growing membership community of enthusiasts, practitioners, professionals, and master practitioners who are influencing and developing coaching and mentoring in the UK and globally. We provide opportunities for people to join our volunteer team to gain valuable insights and experience to benefit their coaching and mentoring, and their career.

### Job Purpose

EMCC UK is a membership organisation, and we have a responsibility to meet the needs of current and prospective members to deliver our goal of professionalising coaching, and mentoring practice. The Vice President (VP) will, along with the President, ensure that we consistently lead our organisation in alignment with our values; Supportive, Inclusive, Professional and Progressive. This role will have a particular focus on the governance and financial management of the UK organisation.

## 1. Key Responsibilities

### 1.1 Strategic Goal Delivery

The post holder will support the board in ensuring that we are maximising the return on membership fees by adding value to our EMCC UK community and subscription members. The Vice President will collaborate with the President and Head of Operations to ensure that the organisation is run efficiently and effectively, especially in terms of governance, risk management, business continuity and financial management. The VP will also deputise for the President in case of absence and cover for the Head of Operations as needed.

### 1.2 Responsibilities

- To work in partnership with the Head of Operations to ensure that all operational policies and board procedures are up to date and in line with UK legislation and align to our Articles of Association
- Together with the Head of Operations, conduct an annual audit of operating models, ways of working and internal resources to ensure ongoing business continuity and improvement
- In partnership with our accountants, conduct regular financial reviews and make recommendations on how we maximise our assets and return on our membership fees. To monitor financial performance of services and to highlight future risk
- To support the directors and key volunteers or groups with financial modelling and submission of business cases to the board for funding or investment
- To support the directors and Head of Operations on the financial aspects of contracts and commercial agreements
- To work in partnership with the Digital Director and Head of Operations, to support the implementation of any new systems and processes, with a focus on the financial aspects and governance
- To support the onboarding and induction of new directors regarding governance, financial management and fiduciary duties
- Represent EMCC UK at key events and meetings as required
- Develop and mentor a successor.

### 1.3 Key Relationships

There will be an important relationship with the President and other Directors. There will also be a relationship with the Head of Operations and the Finance Manager. A link to the Governors, in particular the Chair will also be required.

We are a team of volunteer directors, and we take the work of being a director seriously. We bring relevant experience and a collegiate approach.

### 1.4 Skill set

#### 1.4.1 The following skills are essential to the role:

- a) Ideally experienced at Board level, preferably in the not-for-profit sector
- b) Commitment to the values, purpose, and vision of EMCC UK
- c) Ability to hold others to account in a robust, but compassionate way
- d) Curiosity and good analytical skills
- e) The ability to be impartial and offer an independent view
- f) Excellent strategic thinking skills
- g) Commitment to the further development and professionalisation of mentoring and coaching throughout the UK
- h) A commitment to represent a diversity of voices and opinions.

In addition to skills, we would expect the highest levels of ethical behaviour, including commitment to the 'Nolan Principles,' and a commitment to work in a collegiate way, communicating with respect and valuing others.

Experience of working in a Membership organisation would be valuable.

#### **1.4.2 The following skills are seen as helpful to the role:**

- Strong verbal, written, and analytical skills and an ability to translate metrics, research, and trends into strategy and action
- Excellent interpersonal and stakeholder management skills to draw on others expertise and support e.g., NED's and Governors
- Successful influencing and engagement skills
- Business planning and strategy.

#### **1.5 Experience**

- In-depth knowledge and experience of financial management and governance
- Proven history of conducting formal reviews and audits for continuous improvement

#### **1.6 Personal Attributes**

- a respectful, strength-based approach to team working
- ability to challenge constructively
- ability to analyse organisational data and focus on strategic priorities and risks
- ability to tailor communication
- a commitment to reflection
- to live our values.

All Board Members must be an active member of EMCC UK. However, for this specialist role we may make an exception with the approval of the board. However, we would expect the director to join EMCC UK as a subscription member on appointment.

## **2. Terms of Appointment**

### **2.1 Requirements**

- a) The EMCC UK Vice President is a voluntary post. Appointment is through a selection panel and a majority subscription members vote

- b) The role is home based and will involve occasional travel within the UK.
- c) It is anticipated that it will require 1 day a week to the organisation, for which there will be a positive return in terms of connectivity and community and an opportunity to contribute to the development of the profession.
- d) The appointment is normally for a period of three years. The VP may stand for President at a future date, if they so wish, provided they have support of the board, governing body and are elected by the membership.

### **3. Statutory Duties of an EMCC UK Board Member**

#### **Governance**

Ensure that the management of the organisation is fully compliant with any statutory regulations and with EMCC policy and practice; Directors are expected to be conversant with all major policies and practice and to be able to explain these to volunteers/members when required.

#### **Finance**

Directors are custodians of EMCC UK assets and must ensure those assets are carefully managed. They must be transparent in their financial practices and ensure that members are given a clear financial report annually. Directors have budget responsibility for their areas of accountability.

#### **Representation**

Directors are expected to always represent the organisation in a positive and professional way that reflects the Brand Values.

#### **Organisational development**

Directors are required to contribute to a strategic plan to develop EMCC UK to better meet its aims and objectives. They must constantly seek opportunities to enhance the benefits of membership for all types of members and to ensure a high-quality experience of membership.

#### **Operations**

There is a monthly Board meeting, which alternates between face-to-face and virtual. Directors are 'immediately' responsible to the Board for updates and actions in their area of responsibility.

#### **Wider EMCC**

Directors may be required to represent EMCC UK at the EMCC International Council. They will contribute fully to the strategy and planning of the wider EMCC community as appropriate for their area of responsibility. They are expected to work with other EMCC member countries to share learning an experience and to develop closer and mutually supportive relationships.