



# JOB SPECIFICATION

## CHAIR OF THE BOARD

**Reporting to:** The Board

**Direct Reports:** N/A

**Based:** Global Location

### **Main duties and responsibilities:**

- Provide leadership to the Board of Directors and enable the Board to fulfil their responsibilities for the overall governance and strategic direction of the association
  - Ensure the sound financial health of the association
- Work in partnership with the CEO to ensure implementation of the Board's strategy and policies. Review these when appropriate and enhance strategic direction through supporting continuous improvement.
- Be an ambassador, advocating IPFA, its values and objectives with the aim of upholding and promoting its reputation and standing in industry
  - Foster productive working relationships and encourage active engagement with all Board and Branch Councils to assess the value proposition & service offering which is delivered both globally and regionally
  - Manage non-executive director succession planning, in accordance with the process agreed by the Board
  - Form committees and working groups where appropriate; ensuring that the functions of these committees are fulfilled
  - Engage with wider stakeholder groups and participate in appropriate discussions with policy makers and opinion formers
  - Represent the organisation as a spokesperson at appropriate internal and external events and be present at key member or public events, such as the AGM and annual conference
  - Engage and assist in the strategic direction of IPFA Learning
  - Be willing and able to promote the organisation in collaboration with the CEO
  - To be a sounding board and mentor to the CEO
  - Travel to and represent the organisation both nationally and internationally
  - Carry out such other duties and responsibilities as may be required from time to time



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#### **Appointment:**

The role of Chair is an executive position. The Chair is elected by the Board of IPFA on the recommendation of the nominations committee and serves for an initial three-year term starting in January 2025. The Chair may be elected for a second and third three-year term, if agreed by the Board.

The position of Chair is a paid position and commits to an average of three to four days per month. Reasonable expenses will be reimbursed in accordance with the organisation's expenses policy.

#### **Person specification**

##### **Key skills, attributes, and desirable qualities:**

- Deep knowledge and understanding of the infrastructure world (ideally from different perspectives)
- Pleasant personality, easy to get on with, a good communicator and innovative thinker who enjoys collaboration
- International knowledge vital, global reach desirable
- Credibility in the industry
- A consummate networker that possesses good connections and is willing to use them to advance the organisation by attracting new members and maintaining engagement with existing members
- A good list of existing relationships and willing to travel to meet them, the Branch Councils, and connections of IPFA worldwide
- Capable of gaining agreement by influencing, not by direction or domination
- Excited about developing and enhancing the existing organisation, with a full understanding of the present aims, ambitions, strategy, and objectives of IPFA
- A keen awareness of issues around diversity and inclusion in infrastructure
- A sense of curiosity about what could make IPFA a better organization
- Well-developed leadership skills in chairing and managing meetings, making best use of time available
- IT literate, able to use email and willing to use technology, e.g. for virtual meetings

##### **Experience:**

- Recently retired or looking for a career break – the role is not a full-time career
- Direct experience from one or more disciplines within the IPFA membership
- Financial management skills and experience, including budgets and accounts



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### Application Process:

Please submit a personal statement alongside your CV to Daisy Brooker [Daisy.Brooker@ipfa.org](mailto:Daisy.Brooker@ipfa.org), addressing the following points:

- Explain why you would like to be considered for the position.
- Describe your motivation for applying and how your values align with IPFA's mission.
- Outline your approach to the role and what your vision for IPFA would be in 5 years' time.

Deadline for submissions is 30<sup>th</sup> October 2024.

Shortlisted candidates will be invited for an interview during w/c 11th or 18th November 2024.

### Further information:

For further information or any queries regarding the role, please contact [Daisy.Brooker@ipfa.org](mailto:Daisy.Brooker@ipfa.org)