

Vice-Chair of BISA Executive Committee

1. Overall purpose

The Vice-Chair deputises for and supports the Chair of the Association. The Vice-Chair is the chair in waiting when the current Chair steps down at the end of the term of office.

The Vice-Chair needs to be aware of the following:

2. Duties and responsibilities of the Executive Committee Chair

- In addition to the duties below, to have regard for the responsibilities and duties of an ordinary Executive Committee member
- Chair the BISA Executive Committee and oversee the effective and timely implementation of its decisions
- Set the agenda of the Executive Committee and ensure the accurate and timely circulation of its minutes
- In conjunction with the BISA Director and officers, lead on the articulation and implementation of a BISA strategy and related operational objectives
- Chair the governance sub-committee and other sub-committees as required
- Sit as an *ex officio* member on all sub-committees
- In consultation with the BISA Vice-Chair, appoint chairs to the various sub-committees
- In conjunction with the BISA Director and officers, ensure the Association meets its financial and legal obligations as determined by BISA's status as a charity and company registered under law
- In conjunction with the BISA Director and officers, ensure the timely and effective management of BISA's legal and other obligations as entered into. This typically relates to publishing, conference organisation, membership management, the disbursement of funds

to members and organized Working Groups, and commercial relations with a nominated accountant and web-site manager/digital designer

- Authorise payments and sign cheques as required
- Line-manage the BISA Director
- Sit on nomination and disciplinary committees as required
- Liaise with partner associations as required
- Liaise with universities and other education institutes as required
- Liaise with government bodies on the regulation of higher education as appropriate. This will typically relate to the Research Excellence Framework (REF) and the Teaching Excellence Framework (TEF)
- Carry out any other responsibilities as directed by the Executive Committee.

3. Duties and responsibilities of the Vice-Chair of the Executive Committee

- In addition to the duties below, to have regard for the responsibilities and duties of an ordinary Executive Committee member
- To assist the Chair in ensuring that the agreed tasks and functions of the Executive Committee are carried out
- To preside at meetings of the Executive Committee when the Chair is not present and ensure that the decisions made are in line with the aims and objectives of Association
- To support the Chair in her/his role, taking over some of the Chair's work load when necessary
- To have oversight of and responsibility for the Association's key policies in relation to its governance, financial and charitable obligations
- Alongside the Chair, to represent the Association in the wider International Studies community
- To collate and when required, to draft responses to opinion calls by external institutions in liaison with the Director

- Together, with the Chair, to liaise with the editors and publishers of the Association publications
- To contribute to the trustees annual report each year
- To convene and chair the research subcommittee
- To convene and chair other sub-committees as required
- To sit on nomination and disciplinary committees as required.

4. Qualities of a Vice-Chair

- Good reputation and profile in the International Studies academic community
- Preferably, Chair (full Professor), based at a UK institution
- Commitment to, and knowledge of, the work of the Association
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- The skills to analyse proposals and examine their financial consequences
- Willingness to devote the necessary time and effort, and to act as a trustee of the Association
- Ability to work effectively as both leader and member of a team, as appropriate
- Ability to think critically and independently
- Willingness to make unpopular recommendations to the Executive Committee, if necessary
- Ability to lead debates in committee, while ensuring members can make a full contribution
- Willingness to be available to the BISA Director and staff, officers and trustees for advice and enquiries on an ad hoc basis
- Commitment to the Nolan principles of standards in public life: selflessness; integrity; objectivity; accountability; openness; honesty; and leadership

- Experience of managing large budgets and of line-managing staff.

5. Time Consideration

- The Executive Committee and its sub-committees meet at least four times a year
- In addition, The Vice-Chair ought to be prepared to dedicate the equivalent of one to two days per month across the year to BISA responsibilities.