

Chair of Enrichment Executive Committee

Volunteer role description, January 2020



United Kingdom
Mathematics Trust

Aims and objectives

The Enrichment Executive Committee is central to forwarding the UKMT's aim to advance the education of young people in mathematics.

The Enrichment Executive Committee provides strategic oversight for the organisation and the running of the UKMT's enrichment activities, including the National Mathematics Summer Schools and Mathematical Circles. The committee is responsible for ensuring that these activities achieve the UKMT's aim and help inspire a love of mathematical problem solving in the widest possible group of young people.

[Enrichment Executive Committee \(formerly Enrichment Subtrust\) Terms of Reference](#)

Description of tasks

The role of the Chair is to lead the Executive Committee to enable it to fulfil its strategic purpose. The Chair therefore has additional responsibilities in addition to the responsibilities of the other members.

These responsibilities include:

- Ensuring effective relationships and communication between the Executive Committee, Board of Trustees, volunteers and staff.
- Planning and preparing Executive Committee meetings in consultation with others as appropriate.
- Chairing the Executive Committee meetings, ensuring a balance is struck between time-keeping and space for discussion, and that business is dealt with and decisions made.
- Reviewing draft minutes in a timely manner to ensure decisions, discussion and actions are adequately minuted and transmitted to the appropriate audience.
- Ensuring the implementation of decisions is clearly assigned and monitored.
- Ensuring the work of the Executive Committee remains strategic and complies with the aims of the UKMT and governing documents.

The Chair of the Executive Committee ensures these responsibilities are met, although some of the work may be delegated to staff or other volunteers.

Essential qualities, skills and experiences

The principles and personal attributes that individuals bring to the Executive Committee are as important as their skills and knowledge. These qualities will enable the Executive Committee Chair to use their skills and knowledge to function well as part of a team and make an active contribution to effective governance.

- Willingness to take an active role in the work of the Executive Committee, devoting the required time and energy to help advance the education of young people in mathematics.
- Strong commitment to the UKMT's aims and the aims of the Enrichment Executive Committee.
- Strong commitment to safeguarding, and an understanding of the UKMT Safeguarding Policy and Health and Safety Policy (available at <https://www.ukmt.org.uk/about-us/policies/>).
- Creativity and willingness to challenge conventional wisdom in an appropriate manner and open-mindedness about new approaches, recognising the value of innovation and creative thinking to organisational development and success.
- Ability to communicate views and opinions clearly and in a constructive manner in person and via email and other means (e.g. telephone).
- Willingness to listen and work in partnership with others and an understanding of the importance of building strong working relationships within the Executive Committee, with staff and with volunteers.
- Understanding of the differences between a strategic role and an operational role.
- The relevant skills to run a meeting well.

Desirable qualities, skills and experiences

Experience of chairing meetings and previous experience in a strategic role would be advantageous.

Location of work and time commitment

Each member of the Enrichment Executive Committee serves a three-year term, which may be renewed. The Chair of the Executive Committee is appointed for a term of three years and may not normally act as Chair for more than two consecutive terms.

The Executive Committee currently meets twice a year (usually in March and August), with meetings lasting around three hours. These dates are set well in advance. The Chair must commit to attending all Executive Committee meetings.

In addition to attending meetings, members of Executive Committee are expected to participate in email discussions from time to time throughout the year. The time commitment required will vary but is not likely to exceed 5 hours in a single month.

The role of the Chair requires an additional estimated commitment of approximately 20 hours a year. This additional commitment is normally around the times of the meetings, in preparing for the meetings and following up actions afterwards.

All Executive Committee members are invited to become Members of the Trust, which entitles them to attend our Annual General Meeting, which usually takes place in London on the Wednesday immediately before Easter Sunday.

Benefits

This role is voluntary (unpaid) but reasonable expenses will be paid to enable members to attend meetings. If the member is a serving teacher, we will pay for cover to enable the member to attend meetings that fall within term-time.

Members of the Enrichment Executive Committee have the opportunity to shape the work of the Executive Committee and have a positive impact on the mathematical education of hundreds of young people across the UK each year. They will gain experience of working at a strategic level in a large national charity. Being Chair of an Executive Committee is a challenging and rewarding opportunity and provides the opportunity to develop new skills and strengthen existing ones, and to work with a wide range of people from a variety of backgrounds.

Supervision and review

All members of the Enrichment Executive Committee, including the Chair, are appointed by the Executive Director in conjunction with the Board of Trustees and the other members of the Enrichment Executive Committee. The Chair of the Executive Committee is answerable to the Executive Director.

Induction training is provided through a meeting with the Executive Director and linking up with an experienced member of the Executive Committee if required. You will be encouraged to attend events to gain a good understanding of the activities of the Executive Committee.

Application procedure

Informal enquiries may be sent to Vicky Neale, the outgoing Chair, at vicky.neale@maths.ox.ac.uk or Hannah Telfer, Executive Director, at director@ukmt.org.uk.

Please send a supporting statement of no more than 500 words by email to Hannah Telfer, Executive Director, at director@ukmt.org.uk by **17:00 on Tuesday 18 February**. This statement should explain your motivation for applying for this role and how you meet the essential qualities, skills and experiences. All applications will be acknowledged.

As well as a Chair, we will soon be looking for additional members of this committee. Please indicate in your application whether or not you would be interested in becoming a member of the committee should your application for the role of Chair be unsuccessful.

You may be asked to have a follow-up conversation with a member of staff or a member of the Enrichment Executive Committee before an appointment is made.

A decision about who to appoint will be made by the Executive Director after consultation with members of the Executive Committee and the Board of Trustees. The outcome will be communicated to those concerned by Friday 28 February.

We would like the new Chair to attend the next meeting of the Executive Committee, due to take place in London on Monday 23 March, as an observer, before taking over ahead of the following meeting.