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**BRITISH ASSOCIATION OF SOCIAL WORKERS**

**ROLE DESCRIPTION – ELECTED DIRECTOR:**

 **CHAIR OF POLICY, ETHICS AND HUMAN RIGHTS COMMITTEE**

**Key accountability:** To the membership, to Council, the Association and to the social work profession

**Key responsibilities:** To be a Director of the Association and to chair the Policy Ethics and Human Rights (PEHR) Committee of Council

**Main responsibilities**

1. To be a Director of BASW – a member of Council.
2. To chair the BASW PEHR Committee and to be responsible - with the support of allocated staff - for reporting to Council on the work of the Committee.
3. To lead and manage the Committee efficiently and effectively in accordance with its Terms of Reference.
4. To ensure the process of selecting and appointing Committee members is carried out effectively, with the support of allocated staff.
5. To set the Committee’s agenda and lead and develop its workplan in alignment with BASW’s overall objectives, in conjunction with the Chief Executive, lead officers and Committee members.
6. To ensure that the Committee provides leadership in thinking and action in the field of policy, ethics and human rights and related issues, within BASW and on behalf of the social work profession across the UK.
7. To promote the production and updating of member briefings, policy and position statements, supported by the lead officers for PEHR and the communications/publications department of BASW.
8. To act as media spokesperson from time to time.
9. To represent the Association at internal and external meetings from time to time (online and occasionally face to face where possible).
10. To present at conferences and events (within BASW and externally) from time to time.
11. To work with lead staff to ensure appropriate briefings and advice are provided to PEHR Committee members.
12. Any other duties appropriate to a Director of BASW as required.

**Person requirements**

1. A significant profile in a relevant field of practice, research or policy work within the social work profession, of relevance to international social work.
2. Experience of successfully chairing and leading professional groups to achieve aims and objectives and delivery of a workplan.
3. Ability and commitment to developing the PEHR committee to be inclusive and representative of the diversity of our membership and with staff assistance, to induct and support new members and encourage their active involvement.
4. Willingness and ability to commit the time required to chair PEHR and be a full member of Council. This is likely to be about two days per month.
5. Demonstrable ability to absorb complex policy, research and other information, to enable committee to reach decisions consensually and collaboratively wherever possible, and to take decisions autonomously when needed as the committee Chair.
6. Ability to make consistent reasoned and representative contributions on behalf of the Committee to Council and in communications to the wider membership.
7. Ability to shape, lead and quality assure the development of PEHR proposals and positions for committee and Council endorsement, supported by relevant staff.
8. Ability and willingness to contribute to the collective leadership of BASW as a Director and Council member.
9. Ability to promote the social work profession and BASW through a variety of means and forums, including acting as media and external relations spokesperson on relevant matters.
10. Ability to understand the relationship between the work of the PEHR and the rest of BASW, including links with the International and National committees and the Equality, Diversity and Inclusion Advisory Group, and to develop coherent UK policy/strategy.
11. Willingness and ability to develop mutually effective working relationships with Council and other members and with BASW staff.

**Appointment & Term of Office**

The Chair of PEHR is elected by the whole membership. They will take office from the conclusion of the AGM that follows the date of their successful election. They hold office until the conclusion of the 2nd AGM following the one at which they took office. They can be re-elected for a further 2-year term of office (to a maximum of 4 consecutive years in total).

The Chair PEHR role is non-executive (i.e. it is a lead member not staff role). The post-holder acts in accordance with the Code of Ethics, policies and procedures of the Association.

If the Chair of PEHR is employed and released to do this role in work time, their employer can be paid an ‘easement’ of up to £2340 per annum. Fully self-employed or retired persons or a person otherwise not in receipt of an income covering time for this work can claim up to £2340 per annum in a personal capacity.

In addition, the post holder may claim payments for attending Council meetings in addition to expenses. There may also be the opportunity to be funded to attend and be involved in a variety of professional activities on behalf of the association across the UK and further afield.

**Eligibility**

Candidates must have been Members of BASW for a minimum of 1 year continuously up to the deadline for receipt of nominations, must have been a PEHR Committee member for a minimum of 6 months before the date of anticipated appointment and must be in good standing in the Association. BASW is a company limited by guarantee and all candidates must be also eligible to stand as company directors. Former staff are not eligible to stand for election to any Council role until at least two years have elapsed from the date of leaving employment in the association up to and including the closing date for nominations.All nominations are considered by a Nominations Committee of Council members who will consider whether the eligibility and person requirements are met.

November 2023