



## JOB SPECIFICATION

The National Register of Public Service Interpreters Ltd

Non-executive Chair

The Board consists of seven non-executive Directors of whom four are lay members (including the chairman) and three are practitioner members (interpreters registered on the NRPSI).

The following brief summary applies to all Board members whether lay or practitioner.

A Board member is expected to:

1. act with independent judgement,
2. to use their skills and experience for the benefit of the Board,
3. to be committed to working solely in the best interests of the NRPSI,
4. to devote the necessary time to carry out the function of a Board member
5. comply with the Board's governance requirements
6. accept and demonstrate a participative, active and team working ethos in Board discussions and decisions
7. to undertake such training as specified by the Board from time to time.

A Board member will be familiar with the functions of the NRPSI.

A Board member should have wide experience in one or more of the following areas, for which appointments will be made to facilitate a beneficial mix

- regulation
- interpreting and translation
- appropriate commercial industrial experience
- financial expertise
- strategic insight, marketing, administration, communication skills

In addition, the chair of the board:

- Leads, chairs and oversees the performance of the board
- Provides support and supervision to the Executive Director

#### Time commitment

In respect of the time commitment the basic requirement for members is to attend the board meetings which are normally held every two months. There may be occasional additional board meetings to discuss strategy or other issues and members may serve on other internal committees and also on external groups.

In addition, some directors, including the chair will serve on appropriate committees (internally and when appropriate externally representing the NRPSI), attend conferences and act in any relevant manner to promote and explain NRPSI.

The time commitment for the chair is, as might be expected, more than this given the close working relationship with the Executive Director with whom there is regular contact, certainly on a weekly and at times a daily basis. Most of this contact is by email or telephone, especially as the past couple of years has significantly reduced the number of face-to-face meetings in line with most organisations across the UK.

#### Terms of appointment

The appointment will be made for a term of three years, following which a further term is possible subject to the board's decision.

Remuneration of £6,000 pa will be made available and reasonable expenses incurred will be reimbursed.

#### Applications

Applications, preferably by email, are by a letter addressed to the Chairman ([chairman@nrpsi.org.uk](mailto:chairman@nrpsi.org.uk)) outlining suitability for the role, and accompanying CV and the names and contact details of two referees – who will not be contacted until later in the process and also not without the candidates' prior agreement.

The closing date for applications is Friday 14<sup>th</sup> June 2024.

### Interviewing process

After the closing date applications will be reviewed and a shortlist drawn up for interview – either at Token House or online via Zoom or similar depending on the regulations in place at the time and individual preferences.

Interviews will be taken by the chairman, a practitioner non-executive director, a lay non exec and the Executive Director.

### Full Information Pack

A detailed pack of useful information is available at

April 2024