



The Professional Speaking Association is looking to appoint a new Chair to the Board, to support the Directors of the Association in continuing to grow and develop the PSA for its members

The Chair usually serves a term of 3 years and the role will attract a (recently increased) stipend of £1,000 per month, to be reviewed annually.

The current Chair's term ends on 1st October 2022 but we intend to have someone appointed by end of May 2022 to work alongside the current chair to ensure a smooth handover in the run up to Dublin and the Global Speakers Conference at the end of September 2022.

### **About You**

You will likely be a Professional or Fellow Member of the PSA, who understands the role and potential of the PSA and who is keen to help the organisation to grow and develop following what has been a challenging few years for associations and the event industry. You will have an understanding of the unique nature of our membership, the professional speaking world and the business challenges our members face. Board level experience in a volunteer-led or membership organisation is highly desirable but not essential. This role is currently only being advertised internally, so please do not circulate this vacancy beyond the PSA.

### **Role & Responsibilities**

**Purpose:** Coordinate the activities of the PSA with the Board and the support staff, to deliver the strategic objectives of the organisation.

**Time commitment:** On average 1/2 to 1 day a week although this can increase during busy periods

**Key Relationships:** Operations manager, Board members, Ethics officer.

### **Duties:**

- Oversee the day to day running of the PSA
- Support the Finance Director in ensuring the long term financial stability of the association
- Work with the team and Board to create a vision for the PSA
- Ensure the members are effectively served by the Board and team
- Chair all Board meetings
- Supporting the Board to define and meet strategic objectives
- Chair the AGM
- Support the National President so they can focus on representing the PSA
- Supervise and support Operations Manager & team
- Represent the PSA to external partners (sponsors, suppliers etc)

- Support convention planning alongside the National President, Operations Team and Other Board Members
- Any other duties as required

### **Application Process**

Applications are invited via the website with a closing date for applications of 28th April 2022. Those shortlisted will be invited to an interview, as well as have the option to talk to both the out-going Chair Rebecca Jones and other Directors for a deeper insight into serving as Chair on the PSA Board

The Board will appoint to the position in May so that the successful candidate can be ratified at the AGM in October 2022 and shadow Rebecca for 5 months to understand the role before taking over in October 2022