

Role Description: VICE-PRESIDENT

Background

The Royal Meteorological Society is the UK's Professional and Learned Society for weather and climate and its mission is **to promote meteorology as a science, profession and interest**. The Society plays a key role as the custodian of both the science and the profession of meteorology in the UK and has an important role to play internationally as one of the world's largest meteorological Societies. The Society promotes equality, diversity and inclusion to create greater opportunity for any individual to fulfil their potential, irrespective of their background or circumstances. We would therefore strongly encourage women and members of under-represented groups on Council to apply.

Role

The Vice-Presidents of the Society play an important role in helping to shape the strategic direction of the organisation and have responsibility to oversee the strategic projects and activities, closely working with the Executive Team. A Vice-President will typically be a highly respected individual within the community with leadership experience in the science or application of meteorology in a national and international capacity. The Vice-Presidents are nominated and elected in accordance with the Society's Charter and By-Laws. The Society is a registered charity and as such, each elected Member of Council serves as a Trustee of the Society (see Annex A detailing the Code of Conduct of Trustees Role).

The Vice-Presidents work with the Executive Team to deliver the Society's three-year strategy and shall undertake duties as requested by and agreed with the President or Council as the need arises.

Responsibilities

The main responsibilities of the Vice-President are:

- trustee of the Society attending three Council meetings each year;
- lead engagement and dialogue with relevant sectors of the community and provide advice to Council in the development of strategy and programmes of work;
- oversee the development of initiatives to support the achievements of the Society's strategic aims;
- through the Strategic Planning Board, oversee the procedures that aim to solicit proposals for new strategic initiatives from the Society's membership and other stakeholders;
- review the Society's financial performance and, through the Strategic Planning Board, propose business cases for new strategic initiatives to Council for approval;
- make recommendations on strategic partnerships;
- take ownership of at least one of the Society's strategic activities on behalf of Council.

In addition to the specific roles defined here, the Vice-President may take up membership of whichever of the Society's committees they wish to become involved with.

Requirements

The successful candidate will ideally have:

- strong leadership and strategic experience within the meteorological community;
- experience of public and/or private sector weather service provision;
- a commitment to the purpose, objects and values of the organisation as a charity and recognising the contributions from a diverse group of people;
- an ability to analyse information and, when necessary, challenge constructively;
- an understanding of the organisational and financial position of the organisation;
- an ability to maintain confidentiality on sensitive and confidential information;
- a willingness to devote the necessary time and effort, and an ability to complete tasks in timely manner;
- an ability to think strategically without becoming too involved in the detail.

Term of Office

The Vice-President serves a three-year term of office.

Support

The role will be supported by the Chief Executive and the Executive Team. This is a voluntary role and expenses will be reimbursed in line with the Royal Meteorological Society Expenses Policy.

Annex A: Code of Conduct of Trustees Role

All trustees:

- are committed to the charity's cause and have joined its board because they want to help the charity deliver its purposes most effectively for public benefit
- recognise that meeting the charity's stated public benefit is an ongoing requirement
- understand their roles and legal responsibilities, and, in particular, have read and understand:
 - the Charity Commission's guidance [*The Essential Trustee \(CC3\)*](#)
 - the charity's governing document - Charter and By-Laws
- are committed to good governance and want to contribute to the charity's continued improvement.