

## Role Description: CHAIR OF PROFESSIONAL ACCREDITATION BOARD

### *Background*

The Royal Meteorological Society is the UK's Professional and Learned Society for weather and climate and its mission is ***to advance the understanding of weather and climate, and its application, for the benefit of all***. 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 individuals of under-represented groups to apply.

### *Role*

The Professional Accreditation Board shall be responsible for shaping and keeping under review the delivery of the Society's strategy in respect of professional qualifications and certification. It shall advise Council of any action or decision to be taken in the discharge of its responsibilities as the Statutory Body and Regulating Authority for Meteorology in the UK.

The Board is responsible to Council for the management of the Chartered Meteorologist (CMet) accreditation scheme, the Registered Meteorologist (RMet) accreditation scheme, the supervision of the Vocational Qualifications in Meteorology (overseen by the Vocational Qualifications Sub-Committee) and Course Evaluation and CPD reviews (overseen by the CE/CPD Panel). This includes overseeing regular reviews of procedures and the online system ACCSYS to ensure they are fit for purpose, and reviewing the recommendations of interview and workplace assessment panels for CMet and RMet applications for approval by the Board.

### *Responsibilities*

The main responsibilities of the Chair of the Professional Accreditation Board are:

- Trustee of the Society attending three Council meetings each year;
- Chair at least two but no more than three Accreditation Board meetings per year (usually in spring and autumn), contributing to the preparation of the agendas and papers and approving minutes;
- Appoint members to the Board who comprise a balance of specialities from across the meteorological and climate science community who can represent the interests of likely groups of attendees and members with interests relevant to both CMet, RMet and the Society's vocational qualifications as part of the Regulated Qualifications Framework (RQF);
- Play a key role in the development and implementation of the Society's accreditation strategy;
- Work with the Board to maintain standards which, whilst providing no guarantees, shall reassure that individuals have reached and are maintaining an appropriate level of knowledge, experience, skills and competencies;
- Work with the Board to encourage appropriate applications for CMet and RMet, nationally and internationally, including from those working in fields closely related to meteorology who must nevertheless give evidence of an adequate level of knowledge of meteorology and its current best practice;
- Sit on the Membership Development Board to ensure coherence with membership and accreditation activities;
- Keep the Professional Accreditation Board's Terms of Reference under regular review;
- Respond to communications from the Society in a timely manner;
- Representing the Society externally where appropriate to promote professional accreditation within meteorology.

### *Requirements*

The successful candidate will ideally have:

- understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship;
- experience of chairing meetings;
- knowledge of the science of meteorology and related disciplines and/or its application;
- a commitment to the purpose, objects and values of the organisation;
- clear and accurate record keeping and good attention to detail;
- an ability to analyse information and, when necessary, challenge constructively;

- a willingness to devote the necessary time and effort;
- an ability to think strategically without becoming too involved in the detail;
- enthusiasm and drive for the role and responsibilities.

#### *Term of Office*

The Chair of the Professional Accreditation Committee serves a five-year term of office.

#### *Support*

The role will be supported by the Membership and Accreditation Manager. This is a voluntary role and expenses will be reimbursed in line with the Royal Meteorological Society Expenses Policy.