



ROLE DESCRIPTION

Role title Standards Committee and Member Panel Chair

General Having undertaken a review of its governance structure the Council has created seven member-led forums, each focused on a specific market function or discipline; and a member panel, made up of representatives from each forum. The member panel is the primary conduit for dialogue between members and the Council's directors and executive.

As part of the review, members were also consulted on the structure and independence of the Standards Committee, a long-standing delegated authority of the board. The Council's standards play a vital role in enhancing the profile, reputation, and integrity of the equity release sector to consumers, government, regulators, and the wider financial services sector. The Standards Committee is responsible for developing these standards and representatives are drawn from the membership. The consultation was overwhelmingly in favour of the Standards Committee maintaining some independence.

In view of the above, the Council has combined the Standards Committee chair and the Member Panel chair into one independent chair role. The decision recognises the importance of both entities to the work of the Council whilst retaining continuity of oversight, the desired and relevant level of independence, impartiality, and balance.

Base Location Equity Release Council (the Council) operates a hybrid model, primarily working remotely. Meetings are held both virtually and face-to-face. Within this context the Chair will be expected to participate in some face-to-face meetings typically in London

Time This role will include on average 12 to 15 meetings a year. This will include circa four standards committee meetings, four-member panel meetings and attendance as a guest of the Board of Directors at up to another four meetings. There may be a need for some additional ad-hoc meetings. With pre and post meeting activity it is considered this commitment would entail up to 60 hours a year (allowing circa 4 hours per meeting)

Remuneration £10,000 pa

Equality & diversity The Council is committed to a merit-based appointments system within a diverse and inclusive culture that solicits multiple perspectives and views and is free of conscious or unconscious bias and discrimination. When assessing or identifying suitable candidates for appointment, the Council's governance succession plans are designed to identify and support candidates on merit against objective criteria having due regard to the benefits of diversity and the needs of the Council's governance

MAIN DUTIES AND RESPONSIBILITIES

The person occupying this role would need to demonstrate:

1. A full appreciation and experience in a similar role of the key deliverables of the standards committee
 - To be an efficient and representative body which oversees and manages effective and credible standards that serve customers well and thereby develop and enhance the standing of Equity Release.
 - To work with the Board, Executive team, forums, panel, and members to maintain, develop, promote, and adapt the principles, rules and guidance which form the Standards, in order to ensure that the sector is represented effectively and robustly in the industry to allow the safe growth of a later life market.
 - To create and commission activity as appropriate from working groups to oversee and update Standards as required.
 - To undertake business impact assessments for any proposed changes to the Standards.
 - To oversee the re-writing of any of the Council's membership rules
 - To report regularly to the Board and the Executive team on the status of the standards, their fitness for purpose and their standing with all relevant stakeholder

2. A full appreciation of the key purpose of the member panel
 - The member panel is a collective that spans and reflects the Council's membership and which engages with the board of directors and executive, on matters pertaining to the Council's membership value proposition.
 - The member panel provides the board and the executive with necessary and important insights into members' needs and expectations, which is vital to the success of any membership organisation.
 - The member panel helps the Council to reach positions on relevant policy and informs the focus and value of the Council's membership resources as well as the Council's position on various legislative and regulatory issues.
 - Membership bodies who use the knowledge, experience, and expertise of their membership, to inform the development and delivery of membership services and the value proposition, are more likely to be successful.

3. Role responsibilities

The chair brings important structure to ensure groups engender collaborative and meaningful engagement. They must ensure the standards committee and the member panel maintains meaningful purpose and that any meetings are conducted in an impartial, compliant, and objective way. The role requires sensitivity, tact, understanding, order, and organisational skills. As a general guide the chair performs the following important functions or duties during meetings:

- Ensure that meetings is properly held, running to the agreed agenda and starts and finishes on time.
- Work with the Council's central services team to agree agenda items, meeting dates and invites.
- Make sure that order always prevails, steering the meeting away from irrelevant discussions or misunderstandings to ensure the group remain focused.
- Ensure that actions, reports, and any other pre-reading are produced and reviewed.
- Ensure awareness, focus and adherence to the Council's competition compliance policy which should be highlighted at the beginning of every meeting and monitored throughout. Full guidance and training will be provided.
- Fully support the Board of Directors through contribution to strategic and tactical business planning

4. Key relationships

- Board of Directors
- Chief Executive
- Chief Operating Officer
- Head of Risk, Policy & Compliance
- Members' Panel
- Standards Committee members
- Wider membership - engagement
- Regulators (financial & legal)
- Consumer groups

PERSON SPECIFICATION

ATTRIBUTE	Guidelines
PREVIOUS EXPERIENCE	<ul style="list-style-type: none"> • Professional background in public, private, or third sector leadership at board level (or equivalent). • Leadership insight across a range of corporate functions. • Experience of chairing and providing an independent perspective, constructive challenge, and supportive scrutiny. • Experience and/or understanding of the operations of a membership organisation, trade body, professional institute, standards setting entity or learned society. • Experience of working in the UK financial sector
KNOWLEDGE AND SPECIALIST SKILLS	<ul style="list-style-type: none"> • Can demonstrate experience/a track record of effectively engaging with the likes of government and/or regulators, and/or consumer groups. • Excellent oral and written communication skills. • Effective research and information gathering skills. • Ability to analyse and assimilate information from a range of sources. • Stewardship through planning, strategy, control, and value for money. • Familiarity with a professional membership/trade association sector. • Knowledge of the mortgages and later life lending sector including the key professions that operate within it. • Risk management. • Strategic planning.
DISPOSITION	<ul style="list-style-type: none"> • A commitment to ethical standards in professional life. • A commitment to personal professional development. • An approachable and effective role model who is self-motivated and able to motivate others. • Ability to network and establish effective working relationships at all levels. • Willingness to be flexible and adapt to changing priorities and respond to competing demands. • Intellectually agile and innovative. • Methodical and accurate with an excellent attention to detail. • Positive, enthusiastic, and optimistic, displaying confidence and exhibiting a presence and vision. • Able to exercise independent thought and judgement

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