

TERMS OF REFERENCE CHAIRPERSON AND DEPUTY CHAIRPERSON – NATIONAL AWARD COUNCIL

(approved November 2024)

This document details the role of the Chairperson, and by extension, the Deputy Chairperson, of the National Award Council as outlined in the Constitution of The Duke of Edinburgh's International Award Barbados ("Award Barbados").

CHAIRPERSON – NATIONAL AWARD COUNCIL

Location: Barbados
Reports to: Trustees
Direct Reports: Council Members and National Director/Operations Manager
Salary: Unremunerated (expenses covered)

Position Summary

The principal role of the Chairperson of the National Award Council (the "Council") is to provide leadership to the Council. While Council is responsible for the managing the Affairs of the Award, the Chairperson is responsible for effectively managing the affairs of the Council and ensuring that it is properly organized and that it functions efficiently.

In so doing, the Chairperson advises the National Director/ Operations Manager in all matters concerning the interests of the Award, its Council and by extension, its Trustees.

The Chairperson also ensures that the running of The Award complies with its governing documents, charity law, company law, all other relevant legislation or regulations, and the license signed with The Duke of Edinburgh's International Award Foundation.

Appointment and Terms of Service

The Chairperson's appointment is confirmed by the Board of Trustees on the recommendation of the National Award Council and after election at The Award's Annual General Meeting (AGM). In due course the Chair of Trustees will seek an audience with the Patron of the Award to present the new Chair of Council. The duly elected Chair is mandated to serve the Award for a term of at least 3 years. If re-elected, they may serve for not more than six consecutive years in total.

Representation

The Chairperson is the de facto representative of the Award locally and globally. This includes:

- Representing the region on the International Council at the behest of the International Award Foundation (IAF)

- Attending meetings of the International Forum, the Americas Region, and the Caribbean Award Sub-Regional Council (CASC) to represent the interests of Award Barbados
- Reporting the Award Barbados' activities to the Patron of the Award
- Being the link between the Award and the Trust.
- Representing the activities of the Council at the National Annual General Meeting.

Specific Roles

The Chairperson is responsible for

A. Strategy

1. Provide leadership to enable the Council to act effectively in carrying out its duties and responsibilities as described in the Constitution and as otherwise may be appropriate.
2. Work with the Council, the National Director/Operations Manager and other Award management teams to develop and monitor progress on the Award's strategic plans, annual budgets, policy implementation and succession planning.
3. Assist the National Director/Operations Manager in presenting the vision and strategies to the Council, Trustees, partners and the outside world.

B. Advisory

4. Provide advice, counsel and mentorship to the National Director/Operations Manager; and
5. In consultation with the National Director/Operations Manager, ensure that there is an effective relationship between Council AND the Board of Trustees.

C. Council Structure and Management

6. Preside over Council meetings and the AGM.
7. Provide advice, counsel and mentorship to fellow members of Council
8. Execute the responsibilities of a Director according to lawful and ethical standards and in accordance with the Award's policies.
9. In consultation with the National Award Staff, determine the frequency, dates and locations of meetings of the Council.
10. In consultation with the National Award Executive Committee (Council), review the meeting agendas to ensure all required business is brought before the Council to enable it to efficiently carry out its duties and responsibilities.
11. Ensure the proper flow of information to the Council and review, with the National Director/Operations Manager, the adequacy and timing of materials in support of management personnel's proposals.

D. Compensation Matters and Succession Planning

12. Recommend compensation awards (salaries or emoluments) for the National Award Staff and be available to advise the Trustees and Council on general compensation matters.
13. Advise the Council on the performance of the National Award Staff and succession planning of the staff.
14. Develop succession planning options to support the Award's strategies and to capitalize on opportunities for growth and development.

E. Relations

15. Regard themselves as ultimately responsible for maintaining a balanced set of books and outcomes.
16. Representing the Award at appropriate events, meetings or functions.
17. Acting as a spokesperson for the Award where appropriate, both locally and internationally.

Core Values

Alignment with the core values of the Award in Barbados, including:

- Responsibility, accountability and Integrity
- Teamwork and empowerment
- Social responsibility and outreach
- Voluntarism, transparency and equity

Competencies

Commitment – Strong commitment to Award mission and values

Professionalism – Strong Ethics, integrity, resilience, optimism, and a well-developed sense of realism.

Planning and Organizing – Attention to detail and ability to plan work assignments, juggle competing demands and work under pressure of frequent and tight deadlines

Teamwork – Ability to work effectively as a member of a team; sensitivity to cultural differences

Relationships –Excellent communication, negotiation and advocacy skills with the ability and presence to represent the Award in public, build effective relationships at all levels, and influence senior figures in government, business, and the media.

Leadership – Good, independent judgement, tact and diplomacy, and the ability to give clear, effective, sensitive and consistent leadership; Ability to take decisions for the good of the Award

Education and Background

- University level education and/or a Professional qualification/designation is preferred.

- Willingness to keep knowledge up to date
- A Postgraduate degree in Business Administration, Education, Charity management or another relevant subject is desirable.
- Must be willing to complete an Award Orientation and Basic Award Training within 3 months of appointment.
- Subject to the Award Code of Conduct and related Policies.
- Experience in working with volunteers and a demonstratable interest in the development of young people is required.
- Working knowledge of Charity Law and Governance is desirable.
- Must be willing to be subject to formal vetting for criminal background or potential conflicts of interest

Experience

- At least 1 year's work experience in a related field.
- A track record of leadership, business management, innovation and/or sound financial control at a senior level in the public, private or third sector.
- Experience of understanding business risk and its management and control is desirable.
- A Gold Award Certificate and completion of Award Leadership Training is desirable.
- Experience in the youth development field is desirable.

Resignation/Termination

- Member has reached the age of 75.
- Member is convicted of a criminal offence
- Member is not in good financial standing on the date of the AGM.
- Member becomes of unsound mind, is physically unable or perishes.
- Absence for more than three consecutive meetings without sufficient cause, subject to review by the Council.

DEPUTY CHAIRPERSON – NATIONAL AWARD COUNCIL

Location: Barbados
Reports to: Chair – National Award Council
Direct Reports: Council Members and National Director/Operations Manager
Salary: Unremunerated (expenses covered)

Position Summary

The principal role of the Deputy Chairperson of the National Award Council (the “Council”) is to assist the Chairperson in managing the affairs of the National Award Council. Additionally, the Deputy Chairperson acts in the position of Chairperson should the need arise.

Appointment and Terms of Service

The Deputy Chairperson is elected by the General Membership of The Duke of Edinburgh’s International Award Barbados at the Award Annual General Meeting, serving for a period of 3 years, renewable subject to re-election for a further period of 3 years, but not exceeding six years in total.

Specific Roles

The Deputy Chairperson shall

1. Serve as the Acting Chairperson with the same powers and duties as the Chairperson for a period not exceeding the remainder of the Chairperson’s term, or until a new Chairperson is elected, if the Chairperson is not capable to carry out the functions of that office for the full term.
2. Preside over meetings in the absence of the Chairperson.
3. Work with the National Award Executive Committee in the development of the Award’s strategic plans, annual budgets, policy implementation and succession planning.
4. Perform other duties as directed by the Chairperson and the Council.

Core Values

Alignment with the core values of the Award, including:
Responsibility, accountability and Integrity
Teamwork and empowerment
Social responsibility and outreach
Voluntarism, transparency and equity

Competencies

- Such as would allow elevation to the position of Acting Chairperson if required.

Education and Background

- In alignment with the Terms of Reference of the National Award Council.
- Education similar to that of the Chairperson is desirable.

Experience

- In alignment with the Terms of Reference of the National Award Council.
- Experience similar to that of the Chairperson is desirable.

Resignation/Termination

- In alignment with the Terms of the National Award Council's Constitution