



## **Schedule of Roles**

### **Patron**

The British Institute of Agricultural Consultants shall from time to time elect a Patron. The role of a Patron is to lend credibility and support to the Institute. For the avoidance of doubt;

The role of Patron of the Institute carries no financial commitment.

The Patron will not play a formal part in the organisation and will not be a member of Council.

The Patron can be listed on letterheads and other documentation to raise awareness and support.

The role of Patron is intended to be a long term appointment. It can be terminated by either party effective at an AGM whereupon a replacement Patron shall be appointed.

### **Chairman's Role**

The Chairman is appointed to the role by members at the AGM.

Having served one year as vice chair the Chairman serves two years before a final year as outgoing chair supporting the new chairman. The role of Chairman is flexible to accommodate the time availability of the incumbent. The objectives are;

1. To bring energy and enthusiasm to the Institute
2. To be a figurehead and to promote and lead the Institute and what it stands for
3. To identify an objective for the further development of the Institute and to execute the same during tenure
4. To chair Council meetings
5. To make proposals to Council to further the interests of the Institute and its members
6. To identify new ideas and/or new blood within the Institute and to promote the same
7. To attend BIAC sub committee's ex officio as appropriate
8. To encourage members to develop further skills and qualities for their own benefit and to the benefit of the Institute
9. To oversee that roles of Chief Executive and Secretary

### **Chief Executive Role**

The Chief Executive is employed by the Institute to

1. Support the Chairman
2. Act as servant of the Institute
3. Promote membership, member services and member activities including events

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4. Oversee sector interests i.e. Expert Opinion, Rural Planning, International, Business Management, Environmental
5. Manage and promote the BIAC responses to EU, Government, NGO and similar organisations.
6. Responsibility for the BIAC presence at stakeholder meetings with Government and other organisations for the purposes of providing information for members.
7. Liaise with and mutually promote BIAC to similar organisations such as AICC, IAgM, CLA, CAAV, RICS, IAgSA, etc to the benefit of members

### **Secretariat Role**

1. Day to day administration duties associated with running the Institute.
2. Manage and maintain the Institute's financial records and submit VAT Returns.
  - a) BIAC
  - b) AARC
  - c) BIAC Ltd (Dormant)
3. Collect members' subscriptions, maintain the register of members and update the List of Members.
4. React to enquiries about membership, applications for membership, obtain references, organise and attend meetings of the Entrance, Membership & Disciplinary Committee.
5. Manage the professional records including CPD of members and actions relating to matters covering the Entrance and Disciplinary Committee with regard to complaints against members.
6. Arrange the AGM, Council and other committee meetings as necessary
7. React to enquiries for the services of members, including the nomination of appropriate members.
8. Organise as required events covering National, Regional and workshops.
9. Maintain and develop the Institute's website.
10. Keep the Chairman and Council informed as appropriate.

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