President of the IOR, Chairman of the Board of Trustees

Role profile

The President holds the position of Chairman of the IOR Board of Directors and Charity Trustees (Executive Council). As such they have a strategic role to play in representing the vision and purpose of the organisation and the work of the Institute as well as leading the Council. The Chairperson is legally responsible with the Council members for ensuring that the Institute functions properly, that there is adequate participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out.

The Institute of Refrigeration is a registered charity governed by a Constitution and Rules (May 2016), subject to the obligations of the Charities Act 2011. It is a Charitable Incorporated Organisation registered number 1166869.

To ensure the Institute Board of Directors & Trustees functions properly the President shall

- plan and run meetings in accordance with the Constitution
- ensure matters are dealt with in an orderly, efficient manner
- bring impartiality and objectivity to meetings and decision-making
- facilitate change and address conflict within the Board
- review governance performance and skills against terms of reference and strategic objectives

To ensure the Institute is managed effectively the President shall

- liaise with and support the Chief Executive and staff, as appropriate, to keep an overview of activity of the Institute and the wider strategy of the Institute
- co-ordinate the work of the Board to ensure responsibilities for particular activities are met and expertise is employed as required
- facilitate change and address conflict within the organisation and its activities, liaising with the staff to achieve this

Represent the Institute and Board

- To communicate effectively the vision and purpose of the Institute internally and to members and committees
- To represent the Institute at external meetings and events
- To be aware of current legislation issues that might affect the Institute or Council

Qualities and Skills Required

- High profile and standing in the industry
- Extensive current involvement in Institute activities
- Depth of technical knowledge in their own field
- Wide range of existing contacts, broad knowledge of the sector and subsectors
- Ability to represent the Institute interests to the press, government and other bodies.
- Proven ability to chair meetings
- Confidence in public speaking
- Good leadership, communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences
- Ability to ensure decisions are taken and followed-up
- A balanced and non-commercial approach
- Availability to attend regular meetings in the UK (approx 25hrs per month) as well as representing the Institute at industry events in the UK and overseas
- Must be a Fellow, Member, Associate or Technician of the IOR with a long term commitment to the Institute

Time Commitment

- The role of Chair requires an estimated commitment of a minimum of 25 hrs a month and a willingness to travel within the UK and overseas eg to conferences, presenting papers etc.
- The IOR Board of Trustees meets 4 times a year for a half day meeting. The President continues to attend Board meetings as Immediate Past President for two years after their term as President has concluded.
- The President attends the Finance Committee telephone conferences usually held quarterly, Chaired by the Immediate Past President.
- The President will give a Presidential Address including a written paper during their first year, opens the Annual Conference and gives a speech to members at the Annual Dinner whilst they are in office.
- In addition the President normally chairs IOR evening talks, attends ASHRAE winter meetings and if relevant IIR International Congress conferences.