

ROLE DEFINITION

Board of Trustees Officer - Vice President, Membership and Community Engagement

The Vice President, Membership and Community Engagement, is a role the Board has chosen to seek to engage wider interest in the Institute and activities across the food science community. The Board has recognised the need for a Vice President to champion these activities because the global food science community is diverse, and the Institute membership must reflect its legacy and this diversity.

It is an exciting new role that is expected to bring new ideas and innovative content to the Institute through our events and media. As such we recognise the candidate may come from any career stage. It would be particularly welcomed for the Vice President to compliment the skills and backgrounds of other Trustees e.g. an early career member.

Vice President Roles are expected to take a time commitment, be a learning experience and most of all, be an exciting, impactful and rewarding experience. The role will provide an important opportunity to involve our community in all aspects of our work, including playing an important role in our 60th Anniversary in 2024, which will celebrate engagement and diversity in our food science community.

Collective and individual statutory duties

- Ensuring IFST complies with its constitution, Charity Law, Company Law and other relevant laws
- Ensuring the Institute pursues its Object as defined in the IFST Memorandum of Association
- Ensuring the Institute applies its resources effectively and exclusively in pursuance of its Object and within its powers
- Contributing actively to the Board of Trustees (BoT) by giving firm strategic direction to IFST, setting overall policy, determining high level objectives and evaluating overall performances to these objectives
- Safeguarding the good name of IFST and the values of the Institute
- Ensuring the effective and efficient administration of the Institute
- Ensuring the financial stability of IFST
- Protecting and managing the property of IFST and ensuring the proper investment of the Institute's funds
- Scrutinising board papers
- Attending Board meetings
- Participating in and sometimes leading discussions
- Focusing on key issues and taking strategic decisions
- Representing the Institute internally and externally

Other General Duties

In addition to the statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the BoT reach sound decisions. This will involve:

- Providing guidance on new initiatives especially on issues in which the Trustee has special expertise

- Providing support to VP (Human Resources and EDI) on developing EDI (equality, diversity and inclusion) awareness and development across the Institute and wider food science communities globally.

Other specific duties

The Board chooses to seek the appointment of a Vice President (or up to two Vice Presidents) to lead and champion key development projects, activities or working groups as required by the Institute at that time. The Vice President Role will Champion Membership Engagement and work closely with the Vice President champion for HR and EDI. This Vice President role will seek to not only to engage but diversify membership and encourage engagement from all parts of the food technology community.

Competence expectations

It is expected that, to be able to effectively fulfil this role, nominees will have demonstrable interest, experience or understanding in some, or all, the following areas:

- Charity/company governance
- The Institute's range of activities
- Specific knowledge skills or experience related to the activity or project for which the role is being aligned (in this case, including but not limited to the Institute's pursuit of encouraging and diversifying membership engagement status)
- Implementation of strategies to increase EDI across an organisation

Commitment

It is expected that the holder of this role attends the following meetings:

- Scheduled Board meetings (4 meetings per year)
- Other project or working group meetings as required
- In addition, the holder is expected to attend the Institute's AGM and General Meetings and may be asked to represent the Institute at a number of key events (Institute and external)

Election and Service

As set out in the Regulations, the term of office of the Vice President is normally two years.