**Statement on the Job Description**

1. I am the current President, as elected by the Trustees under the previous constitution. I made an active contribution to the new Articles of Association and sought to ensure that it facilitates an appropriate balance of power between the Chair and Board of Trustees and the role of President and the new Council. I have energetically provided support and direction for Council, particularly in its new role as a representative and advisory body, and helped ensure that all members of the Institute can attend. I have also arranged training, the other significant function of Council, so that new talent can emerge capable of fulfilling future volunteer roles within the Institute. I have chaired (hopefully with a degree of humour and grace) all the Council meetings to date, ensuring that the agenda is progressed in a timely manner while allowing members every opportunity to air their thoughts on the given topic. Finally, I have attended meetings of the Board, offering advice and, where appropriate, expressing views voiced at Council for the Boards consideration, thereby supporting the operations and progression of the Corporate Plan and other matters placed before the Board.
2. I recognise that the President has a public-facing function and should take particular responsibility for promoting and upholding the charitable purpose and Objects of the Institute. The President should also, in this regard, be an example to the membership, particularly those on the journey towards full membership, encouraging the very highest professional and ethical standards. The Corporate Plan CP25 is the practical expression of how the Institute plans to fulfil those Objects, the delivery of which I am fully committed to.
3. I have mentioned above my active role as the primary contact and adviser to the Board, helping the Trustees to weigh the views of Council. This will be particularly important over the next two years as the issues arising from our on-going governance reforms and the possibility of achieving chartered status unfold. To that end I believe I have the trust and confidence of the Chair and the other Trustees and enjoy a strong working relationship with both them and the staff.
4. I have worked with the Board and staff in developing Council’s structures and required officer attendees to ensure strong overlaps with the Board and other committees. As stated above Council is open to all members, thus guaranteeing the widest possible range of opinions, skills sets, sector representation and diversity. Meetings are planned with help from the staff and the advice of the Chair so that agendas reflect the needs of the Board and are in alignment with Corporate and business plans, as required.
5. I hereby undertake, if elected, to fulfil the two-year term as President and will energetically and faithfully discharge the responsibilities of the role. I have previously held the position of Vice-President.
6. I will also commit, if elected, to attend such meetings (which in my experience are many more than eight p.a.) as are required to support Council, the Board and the staff of the IHBC.
7. Council is an evolving creation and, consequently, so is the role of President. I will ensure that, working with the Board, Vice President and the Institute’s staff, that the Job Description for the role of President is kept up-to-date, encompassing the key duties, activities and annual programmes necessary to ensure smooth succession planning for the future incumbent.

**Additional skills, knowledge and experience.**

1. I am an early member of the IHBC (MEM 0037) and was in the ACO previously. I became involved as an active volunteer not long after joining and have, over the years, held the following roles: Chair of the Context Editorial Board, Chair of the Communications and Outreach Committee, Chair of the Policy Committee, Chair of the Institute, Vice President and currently I am its President. Outside of the IHBC I have been Chairman of my local Parish Council and Chair of two local charities.
2. I am a chartered member of the RICS (elected 1992), hold its Diploma in Building Conservation, and have extensive experience as a Building Surveyor in the management of a wide range of heritage projects to repair, maintain and alter listed buildings of many types. In 1997 I was appointed as a Conservation Officer and joined the Local Planning Authority.
3. I am a full member of the IHBC. See above for a list of roles I have carried out for the Institute over the last 20+ years.
4. When Chair of the Policy Committee I helped develop the IHBC’s response to the Heritage Protection Bill including the cross-professional body umbrella response. I have given oral evidence for the IHBC at the DCMS Select Committee. I have been very active in the Historic Environment Protection Reform Group, a cross-sector heritage group working with Historic England on future reforms. In recent years I have chaired the Capacity Building group of the Historic Environment Forum for England’s Heritage 2020 initiative. In all instances I have planned agendas and demonstrated the organisational, management, committee and people skills necessary to agree and achieve (where possible) desired outcomes.
5. I believe I have the required communication and interpersonal skills to fulfil the role as President. Leadership in the voluntary sector requires particular inter-personal skills, whereby the lack of direct authority (such as in the work-place) has to be compensated for by other ties and rewards. These include recognition and enhanced satisfaction for those volunteering and a sense of team-spirit; that we are all working for a noble objective. I also try to inject some humour into proceedings so that the effort seems fun. In that way volunteers remain engaged and things get done.
6. As detailed above, I have extensive experience in effectively chairing meetings, ensuring that all attendees are encouraged to make their point and then summarising the range of views expressed, working through issues and agreeing such compromises and actions as are required. Finally, then ensuring that other relevant bodies and committees get the information and feedback they need to properly function such that the greater whole remains effective in delivering its objectives.