

Board Member Candidate Pack 2021



Message from our Chair

There has never been a more important time for environment and sustainability professionals and for those with an interest in environmental and sustainability issues. IEMA is the membership and professional body for those who are seeking to make a contribution to a broad range of environment and sustainability issues within their organisations.

IEMA centrally and through its members has important leadership and convening roles across a wide range of environment and sustainability issues including with government, the business community, other organisations and academia. IEMA also supports individual members to make the case for environmentally sustainable economic growth more widely in society. We have sound finances and a growing number of members. In the coming years we will be looking at how we can increase the international dimension of IEMA in terms of membership and influence.

IEMA is governed by a Board comprising non-executive and executive members. The Board is business like, professional and friendly. We are seeking to appoint a number of non-executive Board members to replace those who are coming to the end of their terms of service. We would welcome applicants from a wide range of backgrounds. One of our key areas of focus at present is to help the environment and sustainability sector become more diverse. What is essential is that you want to work as a Board member to help progress IEMA's vision and mission. We look forward to hearing from you.

Dr Paul Leinster CBE
Chair IEMA Board



About Us

IEMA (Institute of Environmental Management & Assessment) is the professional body for everyone working, studying or interested in environment and sustainability. We believe that together we're positively changing attitudes to sustainability as a progressive force for good.

We're committed to supporting, encouraging and improving the confidence and performance of all these professionals, helping them to enhance their profile and recognition.

We do this by providing resources, tools, research, knowledge sharing and well recognised qualifications and facilitate high-quality formal training to meet the real-world needs of members - from their first steps on the career ladder, right to the very top.

We believe that together we can change perceptions and attitudes about the relevance and vital importance of the environment and sustainability as a progressive force for good.



Our Visions & Values

We're transforming the world to sustainability

As the worldwide alliance of environment and sustainability professionals, we're working to help make businesses and organisations address the issues of today and of the future.

Our values are to always be bright, open and brave.

That means we must make bold, transparent decisions that will enable and inspire practitioners around the globe to help change their world. We're guided by committees of members that drive these decisions.



COMMITMENT TO EQUALITY, DIVERSITY & INCLUSION

We are an inclusive organisation that supports a diverse range of people. We want this diversity to be reflected on our Board.

We welcome applications from anyone regardless of age, experience, sexuality, religion/beliefs, disability, ethnicity, heritage, gender, socio-economic background or other differences.

IEMA is deeply committed to inclusive working practices, so during the application process we commit to:

- Paying for care and childcare if required whilst you are at interviews.
- Paying for your travel costs for interviews held in person.
- Making any reasonable adjustments – for example ensuring we have a sign language interpreter organised in advance if you'd like them.
- Providing this document in a Word document format readily available to download.

If there is anything else you are concerned about or think we could provide, please let us know.

Mindful of the lack of diversity in our sector, we're taking the following steps to further Equality, Diversity, and Inclusion:

- We've launched the Diversity Sustainability Initiative, a sector-wide initiative that aims to transform diversity within our profession, engaging organisations at CEO level to drive change.
- We're launching a BAME professionals' network and are developing an education programme for professionals that will explore topics such as unconscious bias, being an ally, and anti-racism.

We will continue to conduct research into challenges faced by BAME members.

About the role

IEMA was incorporated in 1998 and is a not-for-profit organisation limited by guarantee. This means that all profits are re-invested into the company with the objective of increasing member value.

The Board of Directors provide high quality leadership of the Institute within a framework of prudent and effective controls, which enables risk to be assessed and managed. The Board delegates activities to various committees which are advisory in nature and operate under specific terms of reference.

The Board is composed of external non-executive directors, non-executive directors drawn from our membership and executive directors from IEMA.

The Board are collectively responsible for the following:

- Providing a strategic sounding board and being a critical friend to the Chief Executive and Leadership Team.
- Ensuring an effective and transparent system of governance, with effective Board succession, and appropriate accountability to the membership and to all other stakeholders.
- Providing financial oversight and approving annual budgets and ensuring the financial stability of IEMA.
- Acting as an ambassador for IEMA ensuring IEMA continues to develop its external relations, raise its profile and support the growth of its impact.
- Ensuring that IEMA complies with its governance documents, Company law and all other relevant legislation and regulations.
- Fulfilling at all times the fiduciary and statutory duties of a Company Director.

Person Specification

We are seeking to appoint four Board Members, with at least two from our membership.

We are particularly keen to hear from candidates with skills in the following areas:

- Strategic Information Technology / Digital, including customer and/or cyber security
- Legal, in particular, expertise in company law and/or the environment

Membership Board Members must be Student, Affiliate, Graduate, Associate, Practitioner, Full or Fellow members of IEMA.

For all roles the following person specification criteria apply:

- An ability to bring insight and interrogation to the implementation of an organisational strategy.
- An active and demonstrable interest in the environment and sustainability.
- A strong and demonstrable commitment to equality, diversity and inclusion.
- A supportive team-player with an approachable style, excellent communication, influencing and relationship management skills.
- Ability to challenge constructively and show independence of view, whilst having the ability to establish collaborative relationships.
- Sound judgement, and a high level of probity and integrity.
- An ability to develop and sustain constructive relationships with senior-level stakeholders.
- A solid commitment to high ethical standards of integrity and honesty.



ADDITIONAL INFORMATION

- **Term of office:** Board Members are appointed for an initial period of up to 3 years which can be renewed for one term.
- **Terms of appointment:** An offer of appointment will be subject to satisfactory completion of eligibility checks, including reference checks. If you are offered an appointment, you will receive a copy of your terms and conditions.
- **Time Commitment:** We anticipate the time commitment will be around 1.5 day per month to include 4 Board meetings per year, a strategy session and participation in one Committee entailing 4 meetings a year with the associated preparation, and follow-up.
- **Location:** Board meetings are usually based in London. During the pandemic we have been holding Board meetings remotely and are currently making a phased return to face-to-face meetings and will continue to offer flexible meeting options.
- **Remuneration:** Some reasonable remuneration may be available. Reasonable expenses are covered under our Board Member expenses policy.
- **Learning and Development:** We are committed to supporting Board Members learning and development through training and professional development.
- **Conflicts of Interest:** All candidates will be asked to disclose any actual, potential or perceived conflict of interest, and these will be discussed with the candidate to establish whether and what action is needed to avoid a conflict or the perception of a conflict.

How To Apply

The recruitment process is being supported by Inclusive Boards on behalf of IEMA. If you wish to apply for this position, please supply the following by 23.59 05/12/21

- A CV setting out your career history, with responsibilities and achievements.
- A covering letter (maximum two sides) highlighting your suitability for the role and how you meet the person specification. Please note that the covering letter is an important part of your application.
- Details of two professional referees together with a brief statement of their relationship to you and over what period of time they have known you. Referees will not be contacted without your prior consent.
- Diversity monitoring form - your data will be stored separately from your application and will at no time be connected to you or your application.

If you have any questions or would like to arrange a call to discuss the role, please email IEMA@inclusiveboards.co.uk or call 07738 725350.

Please send your CV and cover letter to IEMA@inclusiveboards.co.uk or visit www.inclusiveboards.co.uk/opportunities to apply online.

