

September 2022

# Chair of the Board of Trustees Recruitment Pack

**ShareAction»**



# ShareAction: The independent voice of responsible investment

Money makes the world go around. While the financial system has helped lift many out of poverty, today it is in danger of making our world an inhospitable place for future generations.

Today's investment decisions are building the future. At the moment, this is a future of climate emergencies, environmental destruction and a widening gap between rich and poor.

But it does not have to be this way. At ShareAction we believe the finance system could be a force for good. By mobilising the power of finance to address the challenges we face, we can build a different, fairer future where the global economy operates within not beyond our planet's ecological limits.



**OUR VISION** is for a world where the financial system serves our planet and its people

**OUR MISSION** is to define the highest standards for responsible investment and to drive change until these standards are adopted worldwide

We work towards our mission by:

- » advocating for change in the investment industry using our research and rankings;
- » campaigning with allies to strengthen investor stewardship and change corporate behaviour;
- » pushing for public policy reform to transform the financial system.

You can find more information about ShareAction on our [website](#)

## OUR VALUES:

- » **Courage**
- » **Persistence**
- » **Independence**
- » **Respect**
- » **Inclusivity**

# Role description



**Role Title:** Chair of the Board of Trustees  
**Reports to:** n/a  
**Salary:** Unpaid – Volunteer  
**Term:** Initial 3-year term with an expectation to serve for a second 3-year term

## Purpose of the role

ShareAction's impact and profile have grown significantly in recent years as a result of delivering a number of bold campaigns to improve social and environmental performance in the corporate sector with the support of some of the world's largest investors. The organisation continues to produce highly regarded research evaluating and publicly ranking global asset managers, banks, and insurers on their sustainability performance. ShareAction enjoys significant opportunities and needs visionary leadership from its Board of Trustees to realise those opportunities in the coming years.

The term of our current Chair ends in August 2023. We are therefore looking to appoint a new Chair to support ShareAction in delivering an ambitious new strategy and in championing its mission and values. The selected individual will be appointed in January 2023 to serve initially as **Deputy Chair/Chair Designate**, taking over as Chair of the Board of Trustees from August 2023.

ShareAction's team and funding are growing rapidly. We are looking for a person with the ability to guide and support the organisation in the context of rapid internal and external change.

Our Board is composed of up to ten Trustees. The Chair of Trustees is expected to:

- Provide leadership and direction to the Board of Trustees
- Facilitate the Board in undertaking efficient and effective discussions and decision making
- Work in partnership with the CEO and the Leadership Team to help them deliver the overall mission of the organisation through annual business plans
- Enable a strong relationship between the Board and the staff

# Key responsibilities

- » Chairing and attending regular meetings of the Board and its sub-committees (where appointed)
- » Contributing actively to and leading the Board's collective role in setting ShareAction's strategic direction in line with its charitable objectives, setting overall policies, and evaluating the executive team's performance against agreed targets
- » Ensuring that the organisation complies with its governing document, charity law, company law and all other relevant legislation and regulations
- » Ensuring that management and administration are undertaken responsibly
- » Ensuring that the organisation uses its resources well and exclusively in pursuance of its charitable objects
- » Acting in the best interests of ShareAction while exercising independent judgement
- » Safeguarding and protecting charity assets (investments, cash, intellectual property, staff and reputation) and ensuring the charity's financial stability
- » Acting as an ambassador for ShareAction and using networks to promote its work and, where appropriate, to seek funding
- » Assessing and scrutinising Board papers, setting the agenda for Board meetings and contributing to the work of sub-committees
- » Representing ShareAction internally and externally as and when required

For full details of trustees' statutory duties, please see [CC3: The Essential Trustee Guidance](#)

ShareAction's governing document: [Articles of Association](#)

# Time commitment



The Chair of the Board of Trustees is expected to be committed and engaged, devoting, on average, a minimum of **2/3 days per month**, spread across different activities and requirements. This time commitment allows for:

## » Board Meetings

The Board meets in a virtual/hybrid format at least **4 times a year**. The meetings are generally **3 hours** long and are held between 9am and 5pm UKT Monday – Friday. **Ad hoc meetings** are occasionally held as necessary. The Chair, supported by the Governance Manager and the CEO, sets the agenda for each meeting.

## » Sub-Committees Meetings

Every Trustee, including the Chair, is expected to be a member of at least one of the Board sub-committees. The Governance and Nominations Committee will discuss with new trustees which committee they might serve on following their appointment to the Board. Committee meetings are generally **2 hours** long and committees meet from 2 to 4 times a year in a virtual/hybrid format between 9am and 5pm UK time Monday – Friday. **Ad hoc meetings** could be held if necessary. The following Board sub-committees currently are in place:

- » Finance, Audit, Risk and Controls Committee (FARC Committee)
  - » HR and Remuneration Committee (HR&REM Committee)
  - » Governance and Nominations Committee (GOV&Noms Committee)
- 
- » **Meeting papers** are circulated in advance and trustees are expected to read papers in advance to allow a useful discussion during the meeting.
  - » In between meetings, other **ad hoc contacts** may take place, usually by email or telephone with time to assess and consider any information/documents provided.
  - » Trustees are also expected to attend in person an **annual strategy day** and, where possible, to join other **events**, such as staff social and fundraising events.
  - » Attendance at ShareAction annual **AGM** with our members. This is normally a hybrid meeting, allowing for virtual attendance.
  - » **Support to the executive** and wider team based on personal experience, network and skills.
  - » **Induction and training** as required.

# Personal specifications

We are looking to appoint a Chair who will bring the skills, experience and commitment necessary to support ShareAction's continued success and growth. We are looking for applications from individuals with **the following skills and experiences**:



- Commitment to and track record of demonstrating ShareAction's values of courage, persistence, independence, inclusivity and respect for others
- Experience of board governance in the charity or SME sector, ideally chairing a board or board committees
- Deep understanding of responsible investment practice
- Strong know-how of the international financial services sector
- Working knowledge of how public policy is developed and financial supervision applied
- Experience of stakeholder management, ideally including management of funder relationships
- Interest in organisational design and development as well as management of a growing organisation
- Willing to act as an ambassador and influencer on behalf of ShareAction, ideally tapping into a network in relevant sectors and fields of activity
- Evidence of Diversity & Inclusion experience/achievements

To achieve our mission, we are committed to ensuring that there is a diversity of perspectives and experiences on the Board. We define diversity very broadly. Therefore, we particularly welcome applications from individuals who will contribute to achieving greater overall diversity.

## Expected:

- » Strong leadership, governance and change management experience
- » Firm and well-evidenced commitment to the aims and work of ShareAction
- » Collaborative and emotionally intelligent
- » Ability to lead a team and work as part of a team, in a culture of learning and change
- » Willingness to support, directly or indirectly, ShareAction's fundraising and other income generation activities
- » Ability to think creatively
- » Assertive, willing to exercise independent judgment, while facilitating a balanced discussion where everyone involved feels free to speak up and has the opportunity to join in
- » Understanding, or willing to learn about, the legal duties, responsibilities and liabilities of trusteeship
- » Willingness to support ShareAction's executives and staff in their work as appropriate
- » Not be disqualified from being a trustee
- » Ability to make the time commitment to perform the functions of the role

# How to Apply

If you are interested in becoming a trustee at ShareAction and believe you have the required skills and experience, please apply using the following [link](#). You will be required to:

- » Provide your CV with details of two referees (we will not contact them without your permission)
- » Reply to 3 questions, explaining your motivations for applying.

All applications are being handled internally. There will be a first blind screening process of replies to the questions. CVs of candidates responding well to those questions will then be assessed to be shortlisted for the first round of interviews.

For any other information on the role, you can contact the Governance Manager, Micole Perina, at [micole.perina@shareaction.org](mailto:micole.perina@shareaction.org)

## Timetable

- » Closing date for applications: **9 am on Monday, 24 October 2022**
- » Three rounds of interviews between November and December 2022:
  - First stage interviews with ShareAction Trustees
  - Second stage interviews with ShareAction's Chief Executive and Leadership Team
  - Third stage interviews with ShareAction Trustees
- » Appointment date: 1 January 2023



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1117244

EU Transparency Register  
number: 75791956264-20

Belgian organisation number:  
Fairshare Educational Founda-  
tion 0672.921.563

# ShareAction»

ShareAction is a registered charity working globally to define the highest standards for responsible investment and to drive change until these standards are adopted worldwide. Our vision is a world where the financial system serves our planet and its people.