

# Role Description

## Chief Executive

### Summary

Role Title	Chief Executive (CEO)
Accountable To	Board of Directors
Reporting To	Chair of the Board

### Responsibilities/Authority

Classification under Senior Management Regime	Senior Management Functions SMF 1 and SMF 3
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### Criteria for Eligibility

The Chief Executive will be a highly experienced and senior executive who is appointed by the Board of Directors.

### Key Relationships

The Chief Executive will be appointed by the Board of Directors and it is anticipated that the main working relationships will be with:

- The Board of Directors, both Executive Directors and Non-Executive Directors
- Chair of the Board
- Senior Society Management
- Members
- Auditors, both Internal and External Auditors
- Regulators
- Society Staff

### Principal Duties & Areas of Responsibility

The Chief Executive will have the following specific duties:

- Report regularly to the Board with appropriate timely and high quality information so the Board can discharge its responsibilities effectively.
- Inform and consult the Chair on all matters of significance to the Board so that the Chair and the Board can properly discharge their responsibilities.
- Develop and deliver the strategic objectives agreed with the Board.
- Ensure the Society's objectives, strategy and service delivers good customer outcomes.
- Ensuring the culture of the Society is in line with the broader expectation of the Board and Executive Managers
- Recommend to the Board significant operational changes and major capital expenditures where these are beyond the CEO's delegated authority.
- Assign responsibilities clearly to senior management and oversee the establishment of effective risk management and control systems.
- Recruit, develop and retain talented people to work for the Society and, in particular, establish a strong management team which is fairly and fully evaluated.
- Communicate throughout the Society the strategic objectives and the values as agreed with the Board, and ensure that these are achieved in practice.
- Share with the Chair and with other members of senior management the responsibility for communicating the Society's messages externally.

## Principal Duties & Areas of Responsibility – continued

- Review the Society’s business model and strategy, as necessary, to make proposals for its development and improvement
- Ensure the Society has adequate capital, funding, and liquid resources at all times.
- Ensure the Society complies with all legal and regulatory requirements.
- Ensure that all direct reports manage their staff effectively and in accordance with the Society’s procedures, maximising productivity and ensuring the staff are motivated and appropriately skilled for their roles
- Ensure that in dealing with customers, the Society at all times treats customers fairly and provides good customer outcomes in accordance with FCA requirements
- Maintain strong and positive relationships with all regulators, including the PRA and FCA
- Ensure that the responsibility for each activity within that business is clearly established, communicated to, and accepted by, those responsible
- Ensure that those responsible fully understand the business that they manage and the risks to which that business is exposed.
- Ensure that relevant internal controls, including the effective management of risk, clear segregation of duties and full reconciliation procedures, have been established and are working effectively.
- Ensure that information systems are in place that inform the CEO of the risks to which the Society is exposed
- Review regularly the commitments that the business has and proposes to enter into and follow up any matter that appears to the CEO to require further consideration
- Follow up warning signals of problems emerging in the business, ask necessary questions and take action accordingly.
- Ensure that matters that internal audit, and/or the relevant audit committee, identify as needing attention are followed up and that appropriate action is taken and completed expeditiously.

The list above is not exhaustive and other duties may be required from time to time. In addition, there may be some variation and/or development of the above duties and responsibilities without changing the general nature of the post.

### Amendments Summary:

Version Number	Date	Creator	Approved by the Board
1.0	07/03/2019	Neil Rosser	-
2.0	21/02/2023	Catherine Griffiths	23/02/2023