

## Chair of the Audit & Risk Committee



**Location:** The role involves a commitment to four regular Audit and Risk Committee, and to Remuneration Committee meetings, as and when required. Most of the meetings will be by phone or videoconference. The role may involve some travel within the UK to meetings. There will also be some in-person commitments (e.g. observing Council, joining Board lunches).

**Term of office:** A Chair of Audit and Risk Committee holds office for three years. The Chair may be mutually reappointed for a second term, but may not hold office for more than a total of six years.

**Commitment and tenure:** The role involves a combined commitment of around 8-10 days per year. The role may involve some limited travel within the UK.

**Remuneration:** This role will receive a fixed annual honorarium of £3,000. Reasonable travel and subsistence expenses.

The Institute of Osteopathy (iO) is the professional association for regulated osteopaths in the UK, and represents around three quarters of registered practitioners. The mission of the iO is to unite, promote and develop osteopaths for the betterment of public health and wellbeing, as well as to protect and serve the members of the Institute. The long term goal of the Institute is to foster recognition of osteopaths through strong working relationships between the profession and other health professions and stakeholders. Members of iO's governing body, the Council, and the Council's representatives on the Institute's Audit and Risk Committee are critical to the steering and achievement of these strategies, by engaging in advisory, decision making and oversight roles across the organisation, working closely with the iO's Chief Executive and executive staff.

The Audit and Risk Committee comprises the Chair of Committee, one lay member of Council (with relevant skills and experience), and two other members with appropriate skills. The Chief Executive attends meetings but is not a voting member. The Chair of the Audit and Risk Committee will also serve as a member of the Remuneration Committee, which meets as required to review and approve the annual remuneration award of the chief executive, and to advise on the remuneration framework for the Institute.

We are looking for our next Chair of the Audit & Risk Committee to build on the excellent work of the current post holder to ensure that the iO's assurance and risk management processes are operating efficiently and effectively. The Chair will ensure that there is an effective internal control environment that is subject to testing through internal processes, external audit, and any specifically commissioned internal audit reviews and that there is appropriate scrutiny of the Institute's monthly and annual financial reporting. This role offers an opportunity to guide the risk management and financial governance of the Institute of Osteopathy, as Chair of the Audit and Risk Committees. This includes the financial and risk management oversight of the Osteopathic Foundation, the charitable arm of the iO.

### Some of the key responsibilities:

- Ensure that the Committee's work is always in pursuance of the iO's strategic and business plans, its values, and mission.
- Support policies and strategy agreed by Council and work positively and constructively to progress them; support the executive in the development of relevant policies, as required.
- Represent the iO's policies and views in a positive way to external audiences.
- Consider and take decisions on matters referred to by Council, the CEO or the executive managers.
- Work with the CEO and executive team to resolve issues so that clear and collective decisions can be reached and action points can be attributable to individuals

### Some of the essential competencies we are looking for:

- CCAB Qualified, with senior level Audit & Risk Committee experience
- Skills, knowledge and experience of systems of internal control, corporate governance and financial and risk management
- Knowledge and understanding of the objectives and range of activities of the iO, the role of Council and the key internal and external stakeholders
- Capacity to abide by frameworks, and compliance processes and procedures as determined by the Council.
- Possess high standards of personal probity, integrity, tact and discretion and is able to maintain confidentiality
- Strong communication skills
- Effective decision making and sound judgment
- Demonstrate commitment to diversity

Full details of the role and responsibilities required can be found in the link below. Please apply by visiting [www.thewlisgraham.com/opportunities](http://www.thewlisgraham.com/opportunities) and following the instructions in the candidate brief quoting reference AC0501. The closing date is 9 June at 4pm. Should you still require a confidential conversation with Sarah Thewlis or for any other information please email [applications@thewlisgraham.com](mailto:applications@thewlisgraham.com).