



Role of FIA UK Board

The Board of FIA UK is made up of a CEO, Chair, Vice Chair and Directors. The Directors are from member companies in the flexographic industry and priority is given to partner members.

The Chair is in role for a period of 3 years.

The Vice-Chair is elected by the Board. He/she deputises for the Chair and helps with decisions between meetings. The Vice Chair then becomes Chair.

The Board agrees a business plan, strategy and budget which are reviewed annually.

The Board agrees and sets the subscription scale(s) and any increases.

The Board reviews the market position of the association.

The Board reviews the constitutional documentation relating to the association as and when required

The Board reviews the performance management of the Chief Executive.

The Board covers the skills and knowledge required for the functioning of the association – marketing, sales, sustainability, finance and IT.

Role of A FIA Board Director

Each Board Director must be in a full-time senior management position in a member or partner company.

Board Directors should automatically stand down if they cease to hold the above position. Where the board feels that a person losing his or her place under this rule is needed, they could remain using co-option.

First refusal on the board is given to Partner Members of the association. The aim being to cover all aspects of the industry – paper/corrugated printer, flexible printer, repro supplier, machinery supplier and sundries.

Board Directors should attend the majority of board meetings and there are between 7 and 9 meetings per annum.

Agendas and supporting papers to be distributed at least a week before each board meeting and the minutes to be distributed within a week of the meeting being held. Board directors are expected to review the papers prior to the board meeting and to submit any comments a week before the meeting.



Each Board Director should understand and be committed to the trade organisation's mission and to ensure that the organisation pursues that mission.

Each Board Director is an ambassador of the trade association.

Each Board Director should read and understand the financial information about the trade association and ensure the finances are sound and properly managed. They need to ensure that any investments and cash balances are managed properly.

Each Board Director should ensure that sufficient resource is in place and that it is used efficiently and economically.

Each Board Director needs to be effective and work as part of the team.

Each board Director should conduct themselves with a number of qualities in mind:

- Selflessness – decisions to be taken solely in terms of the interest of the trade association
- Integrity – those in office should not place themselves under any financial or other obligation to outside individuals or organisation which may influence them in the performance of their official duties.
- Objectivity – in carrying out business, for example when awarding contracts or recommending individuals for rewards, those in office must make choices on merit.
- Accountability – each member of the board must be accountable for their decisions and actions and should submit themselves to appropriate scrutiny.
- Openness – each member of the board should be as open as possible about the decisions and actions that they take, giving reasons for their decisions and only restricting information when association interests demands this.
- Honesty – There is a duty to declare any private interests relating to their duties and take steps to resolve any conflicts arising in a way that protects the association's interest.

Desirable skills, experience and qualities for Board Directors may include but are not limited to:

- A commitment to the organisation's aims and objectives.
- A willingness to devote the necessary time and effort.
- Strategic vision.
- Good, independent judgement.
- An ability to think creatively.
- A willingness to speak your mind.
- An understanding and acceptance of the legal duties, responsibilities and liabilities.
- An ability to work effectively as a member of a team.
- Selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- A willingness to be readily available for advice and enquiries on an ad hoc basis.



Role of Chairman

The Chairman is elected by the Board into the role of Vice Chair and then becomes Chair. In addition to the general responsibilities for all Directors of the Board, the Chairman also has some specific responsibilities:

- To lead the FIA Board in exercising its responsibilities and to manage the meetings and business generally efficiently and impartially.
- To motivate all members of the Board.
- To be the guardian of the interests of the members by ensuring that the organisation pursues its agreed objectives.
- To be responsible for all aspects of the association's relationship with the CEO, including terms and conditions of employment, and annual appraisal and costing review. In exercising this function, the Chairman would normally be bound by commitments made by his or her predecessors and should if possible and appropriate consult the immediate predecessor and successor, making any necessary papers available to him or her.
- To deal with any grievances against the CEO
- To maintain regular contact with the CEO and all other Board Directors.
- To preside over the AGM, any general meetings and other major social functions.
- To lead the organisation's representation at meetings as and when required.
- To assist with identifying his or her successor for the role of Vice Chair.
- A commitment to time above the board meetings requirement.

Desirable skills, experience and qualities for a Chairman may include but are not limited to:

- Credibility in the industry and outside.
- Leadership and Chairing skills.
- A monthly commitment in addition to board meetings.

Role of Chief Executive

The Chief Executive is responsible for the development and implementation of policy issues, maintaining a high-profile representative role for the industry and for the management and operation of the association.

- To lead the association, be the principal policy adviser and to be responsible for ensuring the whole of the association's policy work is carried out efficiently and effectively.
- To monitor the political, economic, legislative and regulatory environment relevant to the industry.
- To develop policies and propose policy priorities to the board for consideration.



- To ensure co-ordination and compatibility of policy work through the association.
- To be the association's principal spokesperson with general responsibility for the efficient exercising of the association's representational work.
- To ensure that the association's policies and views are adequately communicated to target audiences, including appropriate media.
- To ensure that the association is represented in other forums as appropriate.
- To ensure that the association provides a high quality and cost effective service to its members; to attract new members and retain the support of the existing members; to ensure the timely and efficient provision of relevant information to members; to keep members informed of the association's activities; to maintain direct regular contact with individual members and to ensure that the various interests of members are adequately taken into consideration in the course of the association's work.
- To be responsible for the finances of the association, to advise on the budget, to monitor expenditure against the budget in conjunction with the Chairman, the Director responsible for finance and the Board.
- Subject to any guidelines laid down by the board, to be responsible for all matters pertaining to the employment of association staff.
- To be responsible for the internal administration of the association; for ensuring that the association's constitution is adhered to and that the association complies with all relevant legislation and regulation.
- To be responsible for developing the forward strategy of the association.