



# INSTITUTE OF CHARTERED SHIPBROKERS

## VICE CHAIRMAN NOMINATIONS 2017

**Thoughts on the role of Chairman**  
**Karl Franz FICS, Tony Dixon FICS, Richard Brook Hart FICS**

**Dear Member**

Many of you may be aware that for many years, the nomination of Vice Chairman, has been a choice left to the Chairman, always we should emphasise, in consultation with his fellow senior officers and the Director. There had been no call for other nominations. It is a system that worked well, but was not fully transparent.

This subject was discussed at Executive Council in 2015, and it was felt that nominations should be opened to any Fellow of the Institute, subject of course to compliance of the Bye Laws. However the Bye Laws do not outline the voting procedure for Vice Chairman, but only allude to it. (BL 31). If more than one nomination is received then the Controlling Council shall vote to decide the new Vice Chairman.

The calling of nominations for Vice Chairman is more democratic and it enables the Chairman and other senior officers, and Director, to identify potential future Chairmen from the candidates.

***There are though, some serious issues for you all to consider before nominating.***

As we are now creating transparency for the election of Vice Chairman, we have been asked to share our thoughts on the role, and on some the key attributes needed to lead the management of the Institute globally.

We have tried to outline in this document some of the key skills and experience we feel are necessary at the level of International Chairman. This is not to say that any of us have, or had, some or all those attributes, but those are ones we believe that we should look for in a future Chairman.

Leading the Institute starts with the leading our Controlling Council which usually meets only once a year. It also sits as a smaller body called Executive Council, which comprises elected members from Controlling Council and ex officio officers. Effectively, Executive Council is Controlling Council sitting in executive session and may be regarded as the Institute's 'board of directors'. Usually meeting on a quarterly basis, Executive Council has the full decision-making authority of the Controlling Council except for the power of co-option, in order to manage the Institute's business activities and, unlike Controlling Council, the elected members of Executive Council do not represent their branch, but operate entirely for the benefit of the Institute as a whole.

Although the day-to-day management of the Institute is operated and governed by the Director, among other wide ranging activities, Executive Council determines Institute policy, monitors the execution of the predetermined strategic objectives, approves the Institute's annual budget and also approves or rejects applications for membership.

**The role is best suited to someone with management experience whose skill set enables them to;**

- Have adequate acumen to think strategically and set business plans and budgets
- Lead the tactical decisions and interventions for Executive Council
- Understand and interpret balance sheets and financial statements
- Contribute to the development and appraisals of the head office team
- Ensure the compliance of the head office with employment, health and safety, and equal opportunity legislation
- Support other reporting/governance processes as appropriate e.g. to Controlling Council, Disciplinary Committee etc

**To understand and support the Institute at governance level, we feel the right candidate will have served the Institute (on either Controlling Council, Executive Council, been a Branch Chairman, Chair of Education and Training Committee, Membership Committee or Federation Council). They will be required have/ to;**

- Diplomatic approach to ensure that regional interests and aspects of branches are considered appropriately without losing the sight that our Institute has a history and roots which should be considered and kept as a heritage
- Be impartial and transparent, whilst retaining appropriate confidentialities
- Avoid personal or Branch agenda's with the ability to see the bigger picture
- Chair and control meetings with tact and attention to time keeping
- Willing to speak in public and attend and represent the Institute at functions
- Work closely and harmoniously with the Director and Vice Chairman, and keep in regular contact
- Able to write reports succinctly with good grammar
- Problem solve pragmatically at high level, at Head Office, with Branches, and individual Members
- Have a working knowledge of the Bye Laws and Governance Handbook

The Institute is first and foremost a professional body and although its head office is based in London we have a truly international perspective – that in turn reflects the very international dimension of shipping. Our Institute is an elite membership organisation whose entry qualification has to be proven by examination.

**This international element means that a Vice Chairman will need to be able to devote a significant amount of time to supporting the head office and branches. The time needed should not be underestimated and therefore it is more likely to be a person who is;**

- Runs own company / entity, with the flexibility to take time away, without the business suffering
- Senior employee, whose employers are willing to freely allow time to attend to Institute affairs
- Be located close to UK time zone, or if not, be available to communicate during UK working hours
- Recently retired, or semi retired

To close, we also feel that it is important that a Chairman and Vice Chairman are in a position to work together in a very close way and this actually demands also a good personal relation and similar applies to the relation between these two people and the Director.

We hope our thoughts above will assist you in your decision.

**Richard, Karl and Tony**

**Richard Brook Hart is a former Chairman of the Institute and previous chairman of the South Africa Branch**

**Karl Franz is a former Chairman of the Institute and previous chairman of the Germany Branch**

**Tony Dixon is a former Chairman of the Institute and previous chairman of the London Branch**