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AA Council Member Role Profile

Objective:

All members of Council are trustees and directors of the Architectural Association Inc (AA), and will therefore seek to ensure the AA is effectively fulfilling its charitable purpose and furthering its mission through offering strategic leadership and governance oversight of the AA.

Key Responsibilities for all members of AA Council:

- Offering strategic direction to the AA through its discussions, decisions and the adoption of a strategy;
- Ensure the legal and regulatory duties of the AA as a charity and company are being fulfilled, alongside compliance with the requirements of the AA's governing documents;
- Overseeing the performance of the AA and its senior management against the strategy through agreed measures;
- To ensure educational standards are being met, and a quality education is being provided to AA students;
- Act with integrity and in the AA's best interests through:
 - Making informed decisions that consider both the short- and long-term interests of the AA;
 - Managing conflicts of interest and loyalty, in line with the AA's Conflicts of Interest policy;
 - Ensuring no trustee receives a personal benefit unless properly authorised;
 - Ensuring there are appropriate safeguards of the reputation and values of the AA;
- Fulfil the fiduciary duties of a trustee and director, and adhere to regulatory best practice;
- Approve the annual budget, annual trustee report and financial statement;
- Establish and monitor controls and accountability to ensure prudent management of the AA's resources, including finances and property;
- Receive assurance that any property, legacy, endowment, bequest or gift made to the AA is used to support its work;
- Delegate authority to the School Director and senior management through an approved framework for the effective academic, corporate, financial, legal, estates, data, digital and personnel management of the whole of the AA, and to establish and keep under review the policies, procedures and limits under which such authority is exercised;
- Receive assurance that the School is providing a work and study environment that fulfils its Dignity at Work and Study Policy, and ensure that the Council reflects such an environment through its ways of working;
- Receive assurance that student representative bodies (including bodies, such as the AA School Community, that include students) operate in a fair and democratic manner and are accountable for their finances;
- Act with reasonable care and skill, utilising individual specialisms, committing appropriate time to the role and ensuring the Council takes specialist advice when necessary;
- Appoint the School Director as the chief executive and senior accounting officer of the AA, and put in place suitable arrangements for monitoring their performance and setting appropriate remuneration through the Remuneration Committee;
- Ensure there is appropriate accountability of the School Director and the senior management team to Council through approved reporting mechanisms;
- Appoint a Secretary to the Council and to ensure that, if the person appointed has managerial responsibilities in the AA, there is an appropriate separation in the lines of accountability;

- Appoint committees to ensure effective oversight of key areas of responsibility and ensure their accountability to Council through agreed reporting mechanisms;
- Establish processes to monitor and evaluate the performance and effectiveness of the Council and its committees;
- Contribute to the development of the AA's strategy, and monitor the implementation of the strategy through agreed key performance indicators;
- Ensure there is a risk management policy that identifies risks to the AA, and ensure there are appropriate risk mitigation and management measures in place;
- Be accountable to the AA membership (includes students and staff) for the decisions of Council;
- Offer guidance and support to the School Director in their executive leadership;
- Respect the distinction between governance and management, ensuring that oversight and directions are strategically focused and not intervening in day to day operations;
- Carry out the role in accordance with the Nolan Principles and the AA's Code of Behavioural Expectations;
- Support the work of the AA by attending events and acting, where requested, as an ambassador for the organisation.

Key Competencies for all members of AA Council:

- Effective communicator;
- Be impartial, unbiased and open-minded;
- Financially astute;
- Collegial approach to debates and commitment to collective responsibility;
- Be a strategic thinker and a creative problem- solver;
- Ability to offer constructive feedback at a strategic level;
- Ability to analyse information and identify potential courses of action;
- Operate with tact and diplomacy;
- Ability to view an issue from different perspectives;
- Display commitment to the AA's vision, mission and values;
- Willingness to recognise areas of development and to learn;
- Ability to maintain confidentiality.

Post:	Member of Council and Trustee of the Architectural Association (AA) Inc.
Remuneration:	The role is not accompanied by any financial remuneration, although expenses for travel may be claimed.
Location:	The Architectural Association, 36 Bedford Square, London WC1B 3ES.
Term:	Trustees are appointed for a term of three years, with an option for a second term.
Time commitment:	Five to six in-person Council meetings per year (two hours at 6pm on Mondays). Each member of Council shall be on at least one committee, which meet in person or online three to four times per year (one and a half hours at 4pm on Tuesdays).