

## 2020 Board Member Recruitment

**The Air Charter Association** was established in 1949, as the Air Broker's Committee of the City of London's then Baltic Mercantile and Shipping Exchange. The Association has developed over time to be the leading international trade association for companies working in the Air Charter Industry.

It has retained its links to The Baltic Exchange for over 70 years and represents the trading interests of airlines, charter brokers and customers worldwide. We now have more than 240 members around the globe.

The Board is focused on developing The Air Charter Association for its next 70 years. We are currently appointing a new Chief Executive to continue our growth and work on behalf of our members, and allow us to build on our main focuses of industry networking and lobbying.

We provide training to the industry, as well as networking events in the form of our bi-annual lunches, various smaller meetings and Air Charter Expo, an extremely well-attended exhibition and conference held in the Autumn at London Biggin Hill Airport, in partnership with Business Air News. Aside from our industry work, we raise significant sums for charity, this year our charity being [www.fly2help.org](http://www.fly2help.org)

We have begun a significant period of change and have recently formed a series of committees to take responsibility for various parts of the Association's development. Through those committees we aim to build our industry's strength around the world, supporting our Association Members and their companies in their day to day and strategic business.

The ACA's Board is made up of approximately 10 to 15 members, representing the broad spectrum of our members; from airlines, charter brokers and freight forwarders, through to supporting industries such as airports, handling agents, legal and professional service providers.

In order to ensure that The ACA represents the interests of our active membership base, we seek three new Board Members to bring enthusiasm, experience and different perspectives to our strategic development.

We are particularly interested in candidates with financial experience and knowledge, to take on a role to Chair our Finance Committee, and candidates from a flight operations and charter broking background to support our events and lobbying initiatives. The Association is committed to promoting a diverse and inclusive environment, which attracts all candidates.

Application is by CV and a covering letter to [business@theaircharterassociation.aero](mailto:business@theaircharterassociation.aero), explaining how you fit the role, as much as why being part of The ACA Board specifically appeals to you.

If you would like an informal conversation before submitting your application, please either contact our CEO, Dave Edwards, on [ceo@theaircharterassociation.aero](mailto:ceo@theaircharterassociation.aero) or me on [chairman@theaircharterassociation.aero](mailto:chairman@theaircharterassociation.aero)

We welcome your interest in joining The ACA at this exciting time; the closing date for applications is Monday, 16<sup>th</sup> November 2020 and interviews will take place virtually on Thursday, 26<sup>th</sup> November 2020.

**Kevin Ducksbury**  
**Chair, The Air Charter Association Ltd**  
**October 2020**

## **The Air Charter Association Ltd**

### **Role Description: Board Member**

#### **Association Objectives**

To raise and maintain standards of conduct in the air charter broking market and to represent the collective interests of the Association Members in that market and to relevant external organisations and authorities.

#### **Role Purpose**

The role of a Board Member is to be responsible as part of the Board for the overall governance and strategic direction of the Association, developing the Association's aims, objectives and goals in accordance with the Articles of Association, Association Member Rules, legal and regulatory guidelines and delivering hands-on, practical input into networking and training events, lobbying and other initiatives as required.

Board Members are appointed as Directors for the Limited Company, which may require the approval of their employer.

#### **Principal Accountabilities**

- To ensure that The ACA complies with its governing documents, company law and any other relevant legislation or regulations.
- To ensure that the Association pursues its objectives as defined in the Articles of Association.
- To contribute actively to the Board's role of giving firm strategic direction to the Association, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- To ensure that the Association uses its resources exclusively in pursuance of its objectives, the Association must not spend money on activities which are not included within its own objectives, no matter how worthwhile or charitable those activities may be.
- To safeguard the good name and values of the Association.
- To ensure the effective and efficient administration of the Association.
- To ensure the financial stability of the Association.

In addition to the above duties, Board Members, should:

- Be an ambassador and advocate for the Association.
- Be willing and able to use any specific knowledge or experience he or she may have to help the Board reach sound decisions. This will involve scrutinising Board papers, leading discussions, focusing on key issues and providing advice and guidance requested by the Board, the Chair or the Chief Executive in areas where the Board Member might add value and insight to deliberations.
- Follow the Articles of Association and current best practice on being a Board Member at all times.
- Be an active member of the Board body in exercising its responsibilities and functions, and regularly attend meetings.
- Maintain good relations with the staff team.
- Sit on Working Groups, Committees and Panels as required, as well as supporting the work of the Next Generation Committee.

**Key Relationships**

Reporting to: Chairman

Principal contacts: Deputy Chair, fellow Board Members, Chief Executive, Business & Events Manager.

**Personal Specification**

- Genuine interest in the vision and purpose of the Association.
- A willingness to devote time and effort.
- Strategic vision.
- Good, independent judgement.
- Ability to promote the Association to a range of external stakeholders, including influencing their behaviour.
- An understanding and acceptance of legal duties, responsibilities and liabilities of Board Membership and Company Directorship.
- An ability to work effectively as a member of a team while contributing his/her own viewpoint.

**Desirable Attributes**

- Industry-specific experience.
- A sound and well-respected individual.

**Role Details**

During the Covid pandemic, Board Meetings are taking place online. In more normal times, and when it is safe, our Board Meetings take place in Central London. We welcome international applications from our membership worldwide, however it is a requirement of the role that a Board Member attends at least one meeting every six months in person, in London.

This is a voluntary position and subsidised membership of the Association is provided to the Board Member's company. Board Members' companies are requested to support the Association with travel expenses incurred in the attendance of Board Meetings, however reasonable expenses incurred on official Board business will be reimbursed with prior approval.

**Time Commitment**

Whilst our Board Members are volunteers, they are committed and dedicate a significant amount of time to the Association's work for the benefit of the overall Air Charter industry.

There is a dedicated commitment of one day per month for our Board meeting and, on average, Board members spend around 2-3 hours per week on Association business, together with additional input during our events.

Whilst it is a significant commitment, it is rewarding, helps shape the industry's future for the next generation and is a very good opportunity to meet a diverse range of stakeholders as part of the work.