

Role Description for Chair of the Board

Overview

The e-Assessment Association (eAA) is the leading professional membership body promoting better assessment through technology. The eAA operates as a not-for-profit company limited by guarantee, governed by a volunteer Board of Directors and supported by a small professional team.

The Chair provides strategic leadership to the Board and the organisation, ensuring that the eAA fulfils its mission, operates effectively within its governance framework, and represents the interests of members and the wider assessment community. The role is supported by an honorarium in recognition of the time commitment and responsibility involved. The Chair of the eAA Limited is also the Chair of the Board of e-Assessment Services Limited, the trading company of the eAA Limited.

Purpose of the Role:

- To provide clear leadership and direction to the Board of Directors.
- To ensure the eAA operates within its governance framework and complies with all statutory and fiduciary duties.
- To support the continuing growth and professional influence of the eAA across the assessment and education technology sectors in the UK and internationally.

Leadership and Governance:

- Lead the Board in setting the strategic direction of the Association and monitoring progress against agreed objectives.
- Ensure effective governance in line with the company's Articles of Association and relevant legal and regulatory requirements.
- Foster a positive, inclusive, and professional Board culture that encourages open discussion, diverse views, and collective decision-making.
- Work closely with the Vice-Chair and other Board members to maintain strong governance processes and continuity of leadership.



Representation and Advocacy

- Leadership and Governance:
- Lead the Board in setting the strategic direction of the Association and monitoring progress against agreed objectives.
- Ensure effective governance in line with the company's Articles of Association and relevant legal and regulatory requirements.
- Foster a positive, inclusive, and professional Board culture that encourages open discussion, diverse views, and collective decision-making.
- Work closely with the Vice-Chair and other Board members to maintain strong governance processes and continuity of leadership.



Relationship Management

- Provide support, challenge, and guidance to the operational leadership (the CEO and operations team).
- Build and maintain positive relationships with key partners, sponsors, and member organisations.
- Encourage collaboration between Board members, working groups, and committees.

Oversight and Accountability:

- Ensure the Association operates sustainably, with appropriate financial oversight and risk management.
- Review annual budgets, management accounts, and strategic plans in collaboration with the CEO, Treasurer and Executive.
- Oversee the performance of the Association against its strategic and operational goals.

Person Specification

Essential

- Senior leadership experience in the assessment, education, or educational technology sectors.
- Strong understanding of assessment principles and the role of technology in transforming assessment practice.
- Demonstrated experience in governance, ideally within a company limited by guarantee, charity, or membership organisation.
- Excellent chairing and facilitation skills, with the ability to lead a diverse Board effectively.
- Strategic thinker with sound judgment, integrity, and a collaborative leadership style.
- Strong communication and ambassadorial skills.

Desirable

- Experience of working in or alongside professional associations or member-led organisations.
- Established networks across education, assessment, and technology sectors.
- Experience of representing an organisation publicly at conferences or events.

Time Commitment and Term

- Approximately 2–3 days per month, including Board meetings (held quarterly), subcommittee engagement (the Chair is also Chair of the Executive Committee which meets monthly) and representation at key events (such as the e-Assessment International Conference and Awards).
- The Chair is appointed for a three-year term, renewable once by Board agreement.
- An honorarium of £6,000 per annum is paid to recognise the contribution and commitment required.



APPLY
HERE

