



## **Role & Duties of the PASSCO CiC Independent Director (and Vice Chair)**

- Attend Executive Board meetings, which are scheduled to take place approximately four times a year (but may increase by a couple for a limited period of time).
- Deputise in the absence of the Chair.
- Liaise with the CEO/secretariat with regard to representation of PASS at high level meetings.
- On occasions attend meetings with key stakeholders to describe or promote the work of PASS. Examples of such meetings would include background briefings for Government officials, journalists or relevant organisations with an interest in PASS such as the National Police Chiefs Council, Trading Standards, and the Security Industry Authority; attend and speak at relevant events on behalf of PASS;
- Keep abreast of general developments within those sectors which have a specific interest in proof of age;
- Be available to provide comments, advice, support and guidance in between Board meetings.

## **Personal Specification**

The successful candidate will:

- Have a balanced approach to and be committed to promoting corporate social responsibility in relation to proof of age across all sectors with age-restricted products;
- Have excellent communications and interpersonal skills;
- Being able to operate on an independent basis;
- Be able to demonstrate understanding of and compliance with the Nolan principles of public life, i.e. selflessness, integrity, objectivity, accountability, openness, honesty and leadership. (NB This is not a public appointment, but PASS is committed to following similar standards of openness and transparency in making this appointment).

*All Executive Board members are fully indemnified, individually and collectively.*

**Time commitment:**

The Board meets approximately four times a year. The meetings last approximately 2.5 hours. The Board may meet more frequently as we continue to work towards the implementation of dPASS. Most Board meetings will happen in London and usually at the Betting and Gaming Council.

PASS holds an Advisory Council meeting with relevant stakeholders once a year.

Comments and opinions may be sought in between Board meetings, as well as attendance at committee or ad hoc task and finish groups.

The role is unremunerated. Reasonable expenses are payable.

**Terms and conditions of appointment**

The Vice Chair will be appointed for a three-year term, renewable for up to another three years by mutual agreement. The appointment will be reviewed after a 6 month probationary period from the date of appointment, where the term and duration of the appointment may be changed or terminated.