

## **RURAL ENGLAND CIC**

### **ROLE DESCRIPTION FOR THE CHAIR AND VICE CHAIR OF THE RURAL ENGLAND STAKEHOLDER GROUP**

Rural England CIC is an independent and not-for-profit organisation which seeks to improve the rural evidence base and encourage use of that evidence base. It recognises there are important gaps in the rural evidence base, which can lead to rural being overlooked in policy debate and policy making.

Rural England CIC has: Directors, who manage the organisation; a Stakeholder Group, to advise the organisation; and Supporters, who largely fund the organisation. It carries out research projects in-house or with trusted associates, some of this to plug gaps in the rural evidence base (funded by its Supporters) and some which is externally commissioned.

Rural England CIC operates by:

- Undertaking independent rural research and analysis;
- Supporting the exchange of rural research and evidence;
- Building networks of those interested in the rural evidence base; and
- Informing debate about the implications of that evidence base.

The Rural England Stakeholder Group brings together 30 or so representatives from a range of rural interest groups plus some former CRC Commissioners. It provides external and expert advice to the Directors of Rural England CIC about the work programme and research projects. Typically, it meets two or three times a year. Its members:

- Help to shape the future work programme of Rural England CIC;
- Comment on Rural England CIC research projects at key stages;
- Share their own research with the Directors and other stakeholders;
- Where relevant, assist the conduct of Rural England CIC research e.g. circulating its surveys; and
- Help to promote rural research findings, not least within their own networks.

The Stakeholder Group does not have management or operational responsibilities, which reside with the Directors of Rural England CIC.

#### A/ CHAIR – role description

- To chair meetings of the Rural England Stakeholder Group, so that those meetings are run in an effective manner, covering agreed agendas and encouraging those who attend them to contribute.
- To chair meetings of the Rural England Stakeholder Group, so its members are given opportunities to comment on the CIC's work programme and its individual research projects, where these are funded from its own resources (including on findings).
- To chair meetings of the Rural England Stakeholder Group, so its members are encouraged to share information about their own organisation's rural research, assisting a better understanding and use of the rural evidence base.
- To help chair or lead (as agreed) other key events which are hosted by Rural England CIC and which have external audiences, such as the Rural Vulnerability Day. Also, on occasion, to attend other external meetings, where advised by CIC Directors.
- To liaise with Rural England CIC Directors and their Administrator, to help ensure that upcoming meetings or events, like those cited above, have appropriate agendas and planning.
- To take opportunities, as and when they arise, to promote Rural England CIC's role, research, events and publications to relevant external parties.
- To champion the advisory role of the Stakeholder Group and its members, which can include recommending when it meets or what topics are on its agenda, whilst recognising a distinction from the management and operational role which resides with CIC Directors.

#### B/ VICE CHAIR – role description

- To chair meetings of the Rural England Stakeholder Group when the group's Chair is unavailable. In doing so, to pursue the first three roles which are described in the list at A/ CHAIR above.
- To take opportunities, as and when they arise, to promote Rural England CIC's role, research, events and publications to relevant external parties.
- To support the Chair in championing the advisory role of the Stakeholder Group and its members, whilst recognising a distinction from the management and operational role which resides with CIC Directors.

The administrator who supports Rural England CIC is available to provide some support to the Chair (or, where standing in, the Vice Chair). Reasonable travel expenses incurred when undertaking agreed Rural England CIC business can be claimed and reimbursed.

Version: draft 3 (10/06/21)