



PRESIDENT - ROLE PROFILE

The President is the presiding officer of the National Hair & Beauty Federation (NHBF) and a member of the NHBF Board, the NHBF's governing body.

President

The President fulfils three key roles:

Leadership

The President provides leadership to the Board of Directors, who set strategy and to whom the executive is accountable. The President facilitates the Board's role in strategic planning and, after developing the agenda with the Chief Executive, presides over Board meetings. The President also serves as the Federation's figurehead and chief advocate.

Governance

The President helps guide and mediate Board actions with respect to organisational priorities and governance concerns. The President reviews with the Chief Executive any issues of concern to the organisation and presents to the Board accordingly for discussion and agreement.

Management

The President fulfils a partnership with the Chief Executive, providing a valuable source of peer-support and acting as a critical check and balance to the Chief Executive's planning and decision-making. The President is also responsible for investigating any matters involving irregularities or suspected irregularities in the exercise of the activities of the organisation.

The main duties are to:

- Chair Board meetings, usually every quarter
- Chair Advisory Boards as appropriate
- Approve Board and Advisory Board meeting agendas and minutes
- Maintain regular contact with the Chief Executive via two weekly Breakfast meetings
- Lead on recruitment for any Chief Executive vacancies
- Represent the NHBF at sector functions
- Contribute to the NHBF magazine, *SalonFocus*, or press releases with comment or acting as a spokesperson where appropriate
- Chair Annual General Meetings, installing officers and Board members
- Chair Extraordinary/Exceptional Board Meetings, if needed



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- Consider appeals under the Disciplinary Regulations, if needed
- Provide feedback for Board members each year after their self-assessment
- Work collaboratively with the Chief Executive and Board members
- Complete a skills assessment of all board members
- Uphold and champion the NHBF Board

The President will not be involved in day-to-day operational activities, except in the absence of the Chief Executive. In these circumstances, the President would liaise with and support the NHBF Senior Management team with any major operational decisions required.

The President is elected by NHBF members for a term of three years in office and may be re-elected once (maximum six years). The President is installed at the Annual General meeting.

Payment

The position of President attracts a payment of £9,053 per year, payable monthly in arrears upon receipt of an invoice. The role is self-employed and is offered as a contract for services for the term of office.

The payment rate for the President and the NHBF Chief Executive is set annually by the Remuneration Committee. To avoid any conflict of interest, the President will not be present for discussion of the payment rate for the President or with regards to any discretionary payment.

Expenses

Reasonable expenses may be paid, in accordance with the NHBF's expenses policy.

Skills and experience

- Chairing meetings
- Excellent communication skills
- Performance reviews
- Presentation skills
- Able to maintain confidentiality/GDPR

Conduct

As a member of the Board, the President must observe the [NHBF rules and policies](#) and the NHBF Board governance framework, which applies to all Board members.



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Note: The duties outlined in this role profile are in addition to the standard responsibilities expected of all NHBF Board members.

March 2025