



Role Profile Chair

Remuneration:	The role of Chair is not accompanied by any financial remuneration, although expenses for travel may be claimed
Time commitment:	Board meetings and Committee meetings are held quarterly, which equate to half a day each for preparation and meeting time (remote access is available via Microsoft Teams), plus two Board away days and the AGM. Availability between meetings to support and advise the CEO and undertake annual appraisals of the CEO and Trustees. The role of a Chair extends beyond attending Board and committee meetings and may well involve attending and representing the charity at external events.
Support:	You will be provided with induction, training, and guidance to support you in your role.
Reporting to:	Board of Trustees

Job Description

Objective

The Chair will hold the Board and Executive Team to account for the Hospice's mission and vision, providing inclusive leadership to the Board of Trustees, ensuring that each trustee fulfils their duties and responsibilities for the effective governance of the hospice. The Chair will also support, and, where appropriate, challenge the Chief Executive and ensure that the Board functions as a unit and works closely with the entire Executive of the hospice to achieve agreed objectives. He or she will act as an ambassador and the public face of the hospice in partnership with the Chief Executive.

Principal Responsibilities

Strategic leadership

- Provide leadership to the Hospice and its Board, ensuring that the Hospice has maximum impact for its beneficiaries

- Ensure that Trustees fulfil their duties and responsibilities for the effective governance of the Hospice
- Ensure that the Board operates within its charitable objectives, and provides a clear strategic direction for the Hospice
- Ensure that the Board is able to regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate the risks
- Ensure that the Board fulfils its duties to ensure sound financial health of the hospice, with systems in place to ensure financial accountability

Governance

- Ensure that the governance arrangements are working in the most effective way for the Hospice
- Develop the knowledge and capability of the Board of Trustees
- Encourage positive change where appropriate
- Address and resolve any conflicts within the Board
- Appraise the performance of the Trustees and the Board on an annual basis
- Ensure that the Board of Trustees is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the hospice effectively, and which also reflects the wider population
- Work within any agreed policies adopted by the Hospice

External relations

- Act as an ambassador for the cause and the Hospice
- Maintain close relationships with other hospice Chairs, and engage in collaborative working as appropriate
- Act as a spokesperson for the organisation
- Represent the hospice at external functions, meetings and events
- Facilitate change and address any potential conflict with external stakeholders

Efficiency and effectiveness

- Chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision-making process
- Ensure that trustees are fully engaged and that decisions are taken in the best, long-term interests of the Hospice and that the Board takes collective ownership
- Foster, maintain and ensure that constructive relationships exist with and between the trustees
- Work closely with the Chief Executive to give direction to Board agendas to ensure that meetings are well planned, meaningful and reflect the responsibilities of trustees

- Monitor that decisions taken at meetings are implemented.

Relationship with the Chief Executive and the wider senior management team

- Establish and build a strong, effective and a constructive working relationship with the Chief Executive, ensuring she is held to account for achieving agreed strategic objectives
- Support the Chief Executive, whilst respecting the boundaries which exist between the two roles
- Ensure regular contact with the Chief Executive and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges
- Liaise with the Chief Executive to maintain an overview of the Hospice's affairs, providing support as necessary
- Conduct an annual appraisal and remuneration review for the Chief Executive in consultation with other Trustees
- Ensure that the Chief Executive has the opportunity for professional development and has appropriate external professional support

Additional information

The Vice-Chair acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair.

The above list is indicative only and not exhaustive. The Chair will be expected to perform all such additional duties as are reasonably commensurate with the role.

Chair and Vice Chair responsibilities

Chair

Person Specification

In addition to the qualities required of a Trustee of the Hospice, the Chair must also meet the following requirements: -

Personal Qualities

- Demonstrate a strong and visible passion and commitment to the Hospice, its strategic objectives and cause
- Personal gravitas
- Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Strong networking capabilities that can be utilised for the benefit of the hospice
- Ability to foster and promote a collaborative team environment
- Ability to commit time to conduct the role well, including travel and attending events
- Uphold the Hospice personal values and behaviours

Experience

- Experience of operating at a senior strategic leadership level within an organisation
- Successful track record of achievement through their career
- Experience of hospice governance and working with or as part of a Board of Trustees
- Experience of external representation, delivering presentations and managing stakeholders
- Significant experience of chairing meetings and events

Knowledge and skills

- Broad knowledge and understanding of the charity sector and current issues affecting it
- Strong leadership skills, ability to motivate staff and volunteers and bring people together
- Financial management expertise and a broad understanding of hospice finance issues
- Good understanding of hospice governance issues

Terms

The Hospice's Chair (and board members) will serve a three-year term to be eligible for re-appointment for two additional terms.

In addition to chairing the main Board meetings, the Chair has the right to attend the committees, which all meet quarterly.

Vice Chair

A vice chair may be elected. The vice chair will deputise for the chair in his/her absence. The role of vice chair is not chair elect.

The vice chair can undertake assignments at the request of the Chair. Specific additional duties may be assigned by the Chair and may include:

- Membership of/chair to a Committee
- Representing the organisation to external bodies where appropriate
- Dealing with urgent decisions in between set Board meetings. Delegated decisions will be taken to full Board meetings or appropriate sub-Committee meetings for ratification.

The vice chair will act as the co-ordinator of the appraisal process assessing the Chair's performance. S/he will also be the 'lead independent member' on matters such as the Chair's conduct and behaviour if there are complaints which need attention.