

## **Role Description: Chair of Trustees and the Board of Directors**

### **Overview**

**The Chair's role is to lead the Board of Trustees, ensuring that it fulfils its responsibilities for the governance of Mind BLMK and the achievement of agreed objectives as laid down in approved strategies and plans. It is also to optimise the relationship between the Board of Trustees and with workforce and service users. The Chair also acts as a mentor and supervisor of the CEO and as an ambassador for Mind BLMK across local and national networks.**

### **Oversight of Governance**

#### ***Board and Trustee effectiveness***

- Initiate processes to assess the performance of the Board and its committees. Enable all trustees to contribute fully to devising and then undertaking the agreed evaluation processes and commit to implementing any improvements identified.
- Lead Trustees in determining the skills and experience required by Board members, individually and collectively, to ensure that the Board can fulfil its responsibilities effectively, and that suitable training and development is provided as required.
- Recruit and retain membership of the trustee body that reflects an appropriate diversity of interests to reflect stakeholder, beneficiary communities and a wide range of perspectives and judgments to promote sound decision making.
- Encourage effective interaction between Board members in and outside of Board and other governance meetings.
- Appoint and review the Chairs and participants for each Board Committee to provide the best application of Trustees knowledge and experience
- Encourage Trustees to be accessible to all stakeholder communities, especially staff, beneficiaries and their representatives, and maintain sound awareness of their needs within a changing health and social care environment.
- Provide feedback to Trustees on their contribution to the organisation and handle any issues in Trustee suitability or performance.

#### ***Chairing the Board***

- Agree with the Trustees the key matters to be discussed and decided by the Board as a whole or via Board Committees for each financial year.
- Establish agendas for each Board meeting with the CEO to cover strategic and relevant operational topics for each month.
- Agree the strategic plan for the organisation and ensure that comprehensive and effective business plans are in place to implement the strategy and that these are reviewed periodically as appropriate by the Board and its committees.
- Ensure that the Board's business is conducted efficiently through defined delegation of responsibilities to executive staff and clear definition and follow-up of the decisions and actions to be taken from each Board meeting.
- Through effective policies and systems, ensure that Mind BLMK fully meets its statutory and legal duties and obligations, that risk is managed appropriately and that relevant professional advice is sought when needed.

- Through ongoing review, ensure that Mind BLMK is a going concern and is focussed on delivering services and financial performance that are of good quality and sustainable.
- Ensure that the organisation has a framework of policies that guide its staff and service users in meeting its mission and values as an organisation. Within this, ensure that the organisation culture encourages flexibility, cooperation and continual learning.

### ***'Critical Friend' and Supervisor to the CEO***

- Provide leadership, guidance and support to the Chief Executive in the conduct of their responsibilities.
- Agree annual objectives for performance and development for the Chief Executive and review achievement against those objectives in regular supervision.

### ***Ambassador for Mind BLMK***

- Represent the Board, be known in the organisation and offer 2-way communications with Workforce and Service Users.
- Be fully aware of and able to promote the range of services that Mind BLMK offers.
- Represent and promote BLMK at appropriate external events such as working groups, conferences, committees and partnership bodies, and through networking. Act as a spokesperson and figurehead for Mind BLMK as appropriate.

## **Personal Qualities**

### **Essential:**

- Demonstrable leadership experience at a senior organisational level.
- Experience of managing Board level discussions to rounded decisions and agreement for action.
- High level of inter-personal skills including tact, diplomacy and enabling contributions from all.
- Experience of working with a range of organisations.
- Experience and success in continually improving Board governance and developing Board performance.
- Experience and understanding of the Voluntary and 'paid for services' sectors.
- Strategic thinking.
- Capability to deal effectively with issues that may emerge in Governance, Board matters, matters of risk of reputation and sustainability for the organisation.
- Impartiality, Fairness and Ability to respect confidences.
- Ability to quickly acquire sufficient knowledge and understanding of the organisation and be a 'critical friend' to the CEO.
- Ability to commit to the equivalent/average of one working day per week, delivered in a flexible way across the year. Time commitment will fluctuate in line with Board and Committee meetings, CEO 1:1s and other specific one-off pieces of work that may involve reading, preparation and attending events.

### **Desirable:**

- Leadership experience in the voluntary or public sectors.
- Leadership experience in the independent 'for profit' sectors providing health and/or social care.
- Knowledge of the social demographics, economy and environment of the geographical area of Mind BLMK.