

Chair Role Description

In addition to the general responsibilities of all Directors (see Board of Directors role description), the duties of the Chair include the following:

- 1) Providing leadership to the organisation and the Board by having an intimate knowledge of Dial West Cheshire's vision and values, as well as all the charity and government legislation that are relevant to Dial West Cheshire. Thereby ensuring that everyone remains focused on the delivery of Dial West Cheshire's charitable purposes.
- 2) Ensure the Board has an explicit statement of its roles and responsibilities and of the procedures and protocols that guide the process of its work in securing the sustainability of the organisation.
- 3) The Chair shall have an intimate knowledge of the financial position of Dial West Cheshire and ensure that the long-term sustainability of Dial West Cheshire is achieved.
- 4) The Chair shall recruit, train, retrain and delegate powers to Board Members in order for them to play a full role in organisation, including the setting up of any agreed subcommittees, as well as partaking in the recruitment of other senior members of Dial West Cheshire staff.
- 5) Checking the decisions taken at meetings are implemented.
- 6) The Chair shall support directly the Chief Officer in the execution of their duties in line with the vision set out for Dial West Cheshire.
- 7) The Chair shall be the face of Dial West Cheshire both internally and externally and will have regular meetings with the Management Team, agreed directly with the Chief Officer.

8) The Chair will ensure that Board Members are kept informed on all relevant issues concerning Dial West Cheshire, through individual contacts, Board Meetings and regular correspondence.

9) Bringing impartiality and objectivity to decision making.

10) Chairing and facilitating Board Meetings and the Annual General Meeting.

The Chair is Responsible to Support the Chief Officer with the following:

- Planning the annual cycle of Board Meetings and other general meetings where required, for example Annual General Meeting.
- Setting agendas for Board and other meetings, as required.
- Developing the Board of Directors including induction, training, appraisal and succession planning.
- Addressing conflict within the Board and within Dial West Cheshire, and liaising with the Chief Officer to achieve this.

Where Staff are employed the Chair is Responsible:

- To liaise with the Chief Officer to keep an overview of the organisation's affairs and to provide support as appropriate.
- Leading the process of supporting and appraising the performance of the Chief Officer.
- Sitting on appointment and disciplinary panels (or delegating to other Directors).

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

Person Specification for the Chair:

In addition to the person specification for other directors (see Board of Directions role description), the Chair should have the following qualities:

- Leadership skills
- Experience of committee work
- Tact and diplomacy
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences

Nolan's seven principles of public life:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty and leadership

