

JOB PROFILE – CHAIR

THE JOB

To ensure the effective operation of the Board - to provide the highest level of leadership and direction to the Board and Chief Executive.

THE WORK the key things you will be doing and for how long.

Chair Board meetings and ensure appropriate order of business	45%
Develop strong relationships with the Chief Executive and all Board members	20%
Ensure that the organisation complies with all legal and regulatory requirements.	20%
Ensure that the organisation has a clear vision, mission and strategic direction.	15%

The weighting is to give you a general feel for the role and does not list every task undertaken.

THE SKILLS / QUALITIES YOU MUST HAVE TO SUCCEED IN THIS ROLE!

Be able to engage and connect with people at all levels	Be comfortable in formal meeting settings
Be confident and assertive to challenge information	Ability to think strategically and analyse complex data
Ability to network and represent the organisation as an Ambassador	Drive for continuous improvement
Excellent communicator - written and verbal	Capacity to interpret and understand large volumes of complex information

HOURS AND WORKING CONDITIONS

Your Terms	1-2 days per month
Working Conditions	Office Based/unsociable hours
Equipment Issued	Mobile Phone/iPad
Responsible for	Board

THE ESSENTIAL REQUIREMENTS YOU NEED

High levels of personal resilience
Excellent organisation & time management skills
High level of accuracy and attention to detail
Commitment to attend on going Board training

WHAT ELSE YOU NEED TO KNOW!

- Board training - there is an expectation that all Board members complete mandatory training sessions.
- Appraisals – these are conducted annually and personal development plans are produced.
- Provide an excellent customer experience to everyone you come into contact with.

Responsibilities of the Board Chair

Ensure that the organisation has a clear vision, mission and strategic direction.

- 1.1 Work in partnership with other Board members, the Chief Executive and other senior staff to ensure that the organisation has a clear vision, mission and strategic plan that have been agreed by the Board and that there is a common understanding of these by Board members and staff.
- 1.2 Ensure that the business, operational and policies support the vision, mission and strategic priorities and strategic plans are reviewed on a regular basis.
- 1.3 Review the external environment for changes that might affect the organisation.

Be responsible along with other Board members for the performance of the organisation and to take due care over the organisations assets, their security and deployment and proper application.

- 2.1 Appoint the Chief Executive and set his/her terms and conditions in accordance with all proper procedures and other legal requirements.
- 2.2 Provide support and ensure a constructive working relationship with the Chief Executive, working with a panel of the Board to give regular and constructive feedback on his/her performance in managing the organisation and in meeting his/her annual objectives.
- 2.3 Take decisions delegated to the Chair with the advice of the Chief Executive, in accordance with the terms of these Standing Orders.
- 2.4 Annually appraise and discuss the performance of individual Board members including overall attendance and contribution.
- 2.5 Ensure that the organisation has satisfactory systems and procedures for holding in trust for all monies, properties and other assets and to ensure that monies are invested to the maximum benefit within the constraints of the law and other policies laid down by the Board.
- 2.6 Maintain the sound financial management of the organisation's assets.
- 2.7 Ensure that the major risks to which the organisation is exposed are reviewed annually and that systems have been established to mitigate or minimize these risks.
- 2.8 Regularly review its strategic plans and performance.

- 2.9 Act reasonably, prudently and collectively in all matters relating to the organization.
- 2.10 Represent NPT Homes on occasion.

Ensure that governance is of the highest possible standard.

- 3.1 Ensure that the organisation has a governance structure that is appropriate and enables Board members to fulfil their responsibilities.
- 3.2 Abide by the code of conduct for Board members and ensure that NPT Homes complies with the Code of Conduct and governance policies which are appropriate to the circumstances.
- 3.3 Efficient conduct of Board meetings and general meetings, with the appropriate involvement of all Board members.
- 3.4 Ensure Board decisions are made by acting collectively.
- 3.5 Reflect annually on the Board's performance and your own performance as Chair.
- 3.6 Ensure that the Board delegates sufficient authority to its Committees, the Chair, the Chief Executive and others to enable the business of NPT Homes to be carried on effectively between meetings of the Board; and also to ensure that the Board monitor the use of these delegated powers. Ensure that these are recorded in writing by means of minutes.
- 3.7 Ensure effective relations and communication with the Chairs of the Committees.
- 3.8 The responsibilities of the Chair of any appointed Committee are in the context of their own sphere of operation similar to those of the Chair of the Board except for those relating to the performance and dismissal of the Chief Executive. In addition however they are responsible for ensuring that the work of their Committee is properly and fully drawn to the attention of the Board as a whole.
- 3.9 In the case of dispute, the Board's decisions shall override those of any Committee.
- 3.10 Ensure that there are succession plans for the Chair and other members of the Board.
- 3.11 Ensure that the Board receives professional advice when it is needed.

Ensure that the organisation complies with all legal and regulatory requirements.

- 4.1 Be aware of all legal and statutory requirements, including but not limited to Schedule 1 of the Housing Act 1996, the Welsh Government's Regulatory Framework and associated Housing Circulars.
- 4.2 Maintain familiarity with the rules and constitution that govern the organisation.

The Vice-Chair has all of the powers and responsibilities of the Chair in the absence of the office holder for any reason.