



Job title Chair of the Board
Direct report Board of Trustees

Role Summary

The role of the Chair is vital to Bethel Health and Healing Network (the organisation). The Chair is expected to provide dynamic and effective leadership and direction to the board of Trustees. The aim is to enable and support the Board to fulfil their responsibilities for the overall governance and strategic direction of the organisation, consistent with the Nolan Principles and the values of Bethel Health & Healing Network

The Chair will ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations and to make sure that the organisation pursues its objects as defined in its governing document.

The Chair's role is also to work in partnership with the CEO to support the employees, helping them to achieve the aims of the organisation; and to optimise the relationship between the board of Trustees and the staff.

Key Responsibilities

- Ensure the organisation is run in accordance with their governing document, charity law, and the decisions of the management committee and any other appropriate legislation or regulations.
- Ensure the organisation pursues its objects as defined in its governing document.
- Ensure the trustees as individuals and collectively are aware of their roles and responsibilities
- Lead the process of involving the trustees in setting clear organisational vision, aims and objectives, the development of strategic plans and in the overseeing that the organisation works towards fulfilling them
- Provide leadership for the board of trustees in their role of setting the strategy and policy of the organisation
- Provide support to other trustees in their roles
- Maintain careful oversight of any risk to reputation and/or financial standing of the organisation.
- Receive regular informal progress reports of the organisation's work and financial performance through the chief executive.
- Attendance and membership of other committees or working groups when appropriate in role as Chair

BETHEL HEALTH AND HEALING NETWORK CHAIR ROLE



- Ensure that effective communication exists between Trustees, staff, members, and other stakeholders.
- Consult with chief executive on matters of strategy, governance, finance, and HR.
- Oversee the chief executive's activities in the context of the implementation of Board's strategy and policies.

Board Committee Meetings

- Setting agendas for regular Board meetings and annual AGM
- Chairing and facilitating the Board meetings.
- Allows everyone an equal voice and takes all views into account
- Approves minutes of management committee meetings
- Ensure confidentiality is respected.

External Liaison

- Be the Ambassador/public face of Bethel Health and Healing Network, informed and prepared to represent the organisation to a wide range of organisations, at local meetings and events etc.
- Represent the organisation at appropriate events, meetings, or functions.
- Act as a spokesperson for the organisation where appropriate.

Relationship with Trustees/Board members

- Appoint Trustees/Board members as vacancies arise.
- Co-opt a board member to temporarily fill a board vacancy or skill deficit, as required.
- Undertake annual appraisal with all Trustees/Board members.
- Consult with Trustees/Board members on matters of strategy, governance, finance, and HR.

Relationship with the Chief Executive Officer (CEO)

- In participation with the board, appoint the CEO and lead the process of appraising and constructively guiding the performance of the CEO.
- Consult with CEO on matters of strategy, governance, finance, and HR.
- Oversee the CEO's activities in the context of the implementation of Board's strategy and policies.

BETHEL HEALTH AND HEALING NETWORK CHAIR ROLE



- Maintain careful oversight of any risk to reputation and/or financial standing of the organisation.
- Receive regular informal progress reports of the organisation's work and financial performance through the CEO.

Person Specification and Attributes

- **Service user and community focus** - a high level of commitment to service users and the community, in line with the underpinning values and ethos of Bethel Health and Healing Network and to tackling health inequalities in disadvantaged groups.
- **Strategic direction** - the ability to think and plan ahead, to develop a clear vision and to enthuse others, balancing needs and constraints.
- **Holding to account** - the willingness to accept accountability for Board performance, and probe and challenge constructively.
- **Effective influencing and communication** - a high level of ability to gain support and influence, political acumen.
- **Team working** - be committed to working as a team member.
- **Self-belief and drive** - the motivation to improve the organisations performance and confidence to take on challenges.
- **Intellectual flexibility** - the ability to think clearly and creatively, make sense of complexity and clarify it for other people.
- **Understanding of legal duties**, responsibilities, and liabilities of trusteeship, together with an understanding of the financial aspects of running a charity.
- **Previous experience** as Chair of a voluntary organisation is an advantage.

Time Commitment

- The Board meets at least six times a year.
- From time to time, the Chair should be available to attend and represent the charity at events, meetings or functions in the day and evening times.
- It is important that the chair attends the organisations office(s) and be available to the chief executive/senior paid staff members on a regular basis.
- In addition to board meetings, other contact – usually electronic or by telephone – will be necessary.