

Chair of the Board

Role Profile

The Purpose of Role will be to:

- Be an inspirational, high-profile leader who can ensure that the organisation's values are demonstrated by the Board.
- Ensure that the principles of best practice governance are applied in the way the Board conducts itself, so that members act in the best interests of Care and Repair North East Wales (Carenew) at all times.
- Establish a high-performing, professional Board with the experience, capability and capacity to deliver the objectives, visions and strategy.
- Develop and maintain an effective Board Governance framework.
- Facilitate effective communication and productive working relationships between the Board and the other project boards/committees.

Key Accountabilities/Contribution:

In addition to Board member accountabilities the Chair has the following distinctive responsibilities:

- To ensure the Board meets regularly and works effectively with the other Project Boards, Committees to ensure appropriate contributions from members.
- To lead agenda setting in conjunction with the Chief Executive and to provide input to define the Board information requirements.
- Manage the Board agenda and ensure all Board members receive accurate, timely and clear information, with support from the Company Secretary.
- Ensure the efficient conduct of the Board's business and at general meetings and in particular:
 - a) Facilitating professional, strategic level discussions and ensuring that all decision making is clear, open and understood.
 - b) Leading meetings effectively and adhering to carefully structured agendas;
 - c) Ensuring that all Board members are given an opportunity to express their views, that conduct and behaviour at Board meetings is in line with accepted standards, and that the approved code of conduct is always adhered to by the Board.
 - d) Ensuring that the board delegates appropriately so that the business of the Board may continue effectively between the meetings of the board, also ensuring that the Board monitors the use of delegated powers effectively.
 - e) Facilitating professional advice when the Board requires it, from senior staff or external advisors.
 - f) Clarifying the roles of the Committee and Project Boards in the matters discussed where relevant;
 - g) Monitoring the implementation of agreements and action points from previous meetings.

- Work with the Chief Executive on significant issues and ensure that the Board as a whole acts in partnership with executive staff.
- To ensure that comprehensive induction is provided to all new Board members. Work with the Company Secretary to ensure that members receive appropriate on-going training and support to ensure their development needs are identified and met. Lead induction and training activities as required, to add value to Board development.
- Ensure that there are appropriate processes in place for measuring the individual and the collective performance of Board Members; taking a leading role in the appraisal process, ensuring that members have up to date role profiles and competency frameworks.
- Help to identify the skills and experience required on the Board;
- Take the lead in ensuring that the Board makes arrangements to appraise the performance of the Chief Executive and to determine the remuneration of the Chief Executive and other senior staff in accordance with the Appraisal Procedures and to replace the Chief Executive as efficiently as possible when his/her replacement arises.
- Implement a succession plan for future Board members.
- To maintain good internal and external communications and relationships and to represent the Board as appropriate.
- To monitor the Board's compliance with the recommendations of the Code of Governance.
- To facilitate the development and maintenance of an effective risk management framework to support achievement of the key strategic objectives.
- Developing an effective, challenging and professional working relationship with the Chief Executive, ensuring that the Board as a whole acts in partnership with senior staff.
- Ad-hoc work (e.g. through the provision of advice and attendance at relevant meetings & events) related to the furtherance of the Board's wider objectives.
- Supporting, on completion of the term of office, the incoming Chair through the provision of advice and de-briefing.

Board Chair Competencies

In addition to the key skills/competencies identified for Board Members, the following specific requirements apply to the Chair.

KEY COMPETENCIES
EXPERTISE
<ul style="list-style-type: none"> ● Experience of working in a successful business and / or professional environment with an understanding of the competitive business environment
<ul style="list-style-type: none"> ● Have a passion for the work of Care and Repair North East Wales and a genuine interest in supporting the vision and aspirations of the business.
<ul style="list-style-type: none"> ● To be able to make a difference by having some knowledge and experience in the following areas: <ul style="list-style-type: none"> ○ Business planning ○ Business development and growth ○ The needs and expectations of our customers ○ Setting standards and improving services ○ Performance management and monitoring ○ Managing risk and audit ○ Financial planning and monitoring
<ul style="list-style-type: none"> ● Strong track record of effectively leading within other organisations and ability to provide leadership to the Group and subsidiaries giving clear direction in line with the organisation's culture, mission and values.
<ul style="list-style-type: none"> ● Excellent communication and interpersonal skills and the ability to persuade and influence others at all levels to achieve consensus and agreement.
<ul style="list-style-type: none"> ● High level of self-awareness and is committed to their own personal development as well as the on-going development and improvement of the whole Board
<ul style="list-style-type: none"> ● Has experience of operating in the social housing, regeneration and / or public sectors and as a result has a good understanding of the current trends and challenges
<ul style="list-style-type: none"> ● Has a track record of effectively chairing meetings
<ul style="list-style-type: none"> ● Has experience of dealing with the media
PARTNERSHIP
<ul style="list-style-type: none"> ● Is able to work in partnership with the senior management team and wider staff body
<ul style="list-style-type: none"> ● Is able to work in partnership with customers and understands and supports the principle of customer led scrutiny
<ul style="list-style-type: none"> ● Understands and values the importance of positive relationships with key partners and stakeholders such as local authorities, government agencies and the housing regulator
INTEGRITY
<ul style="list-style-type: none"> ● Will support the decisions of the Board at all times
<ul style="list-style-type: none"> ● Challenges others constructively and fairly when reaching decisions
<ul style="list-style-type: none"> ● Behaves at all times in an inclusive, respectful and non-discriminatory manner and will challenge the unacceptable behaviour of others
<ul style="list-style-type: none"> ● Can calmly and professionally deal with members and officers in a variety of challenging situations
<ul style="list-style-type: none"> ● Actively promote Care and Repair North East Wales, and its ambitions and challenge unfounded views of its work

