

Chair of the Board – MhIST (Mental Health Independent Support Team)

Remuneration:	The role of Chair is not accompanied by any financial remuneration, although expenses for travel may be claimed
Location:	Bolton, United Kingdom
Time commitment:	At least eight Board meetings per year. The Chair is also expected to have regular meetings and be in regular contact with the CEO and liaise with other Board members and Board Sub-Committees in between full Board meetings.
Reporting to:	MhIST Board
Background:	Previous experience as a Chair or trustee of a charity would be welcomed. A general background in strategy, governance at Board level, finance, fundraising and business development would also be desirable.

Role Description

Objective

The Chair will hold the Board and Executive Team to account for the organisation's mission and vision, providing inclusive leadership to the MhIST Board, ensuring that each Board member fulfils their duties and responsibilities for the effective governance of the organisation. The Chair will also support, and, where appropriate, challenge the Chief Executive Officer (CEO) and ensure that the Board functions as a team and works closely with the entire Executive of the organisation to achieve agreed objectives. As with all Board members, s/he will also act as an ambassador for MhIST, representing and promoting it to external stakeholders as appropriate.

PRINCIPAL RESPONSIBILITIES

Governance

- Ensure that the governance arrangements are working in the most effective way for MhIST
- Develop the knowledge and capability of the Board through leading and mentoring other Board members and enable access to training/coaching/information to enhance the overall contribution of the Board.
- Encourage positive change where appropriate, addressing and resolving any conflicts within the Board
- Ensure the Board undergoes an appraisal process on an annual basis
- Ensure that the Board is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the organisation effectively, and which also reflects the wider population
- Approve the annual cycle of the board meetings, meeting agendas, chair and facilitate meetings, monitor decisions taken at meetings and ensure they are implemented
- Work within any agreed policies adopted by MhIST
- Maintain careful oversight of any risk to reputation and/or financial standing of the organisation
- To lead on board development, Trustee appraisals and Board self-assessment.
- To assess the suitability of new members for the board and carry out recruitment, induction, and the on-going mentoring of new members with the Chief Executive.

Strategic leadership

- Provide leadership to MhIST and its Board, ensuring that the organisation has maximum impact for its beneficiaries
- Ensure that Board members fulfil their duties and responsibilities for the effective governance of the organisation
- Ensure that MhIST pursues its objects as defined in its governing document, company law and other relevant legislation/regulations
- Ensure that MhIST complies with all relevant legislation, regulations, and policies
- Ensure that the Board provides a clear strategic direction for the organisation and actively seeks out business development opportunities and makes decisions which lead to action furthering the aims and objectives of MhIST

- Ensure that the Board is able to regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate the risks
- Ensure that the Board puts in place systems for monitoring both the quality of MhIST's work and the sound financial health of the organisation including financial accountability and transparency.
- The board chair facilitates relationships with, and communication among, board members and between board members and management.
- The chair establishes a relationship with individual directors, meeting with each director at least once a year to ensure that each director contributes his/her special skill and expertise effectively.
- Leads trustees in the development of a business plan for the charity, ensuring that it is implemented in accordance with decisions of the trustees.
- Maintains trustees' commitment to Board renewal and succession planning, ensuring the Board is regularly refreshed and incorporates the right balance of skill, knowledge and experience needed to govern and lead the charity effectively, reflecting the wider population.
- Encourages positive change where appropriate, addressing and resolving any conflicts within the Board.

External Relations

- Act as an ambassador for the cause and the organisation
- In conjunction with the CEO, act as a spokesperson for the organisation where appropriate
- Represent the MhIST at external functions, meetings, and events
- Facilitate change and address any potential conflict with external stakeholders

Efficiency and effectiveness

- Chair meetings of the Board effectively and efficiently, bringing impartiality and objectivity to the decision-making process
- Ensure that Board members are fully engaged and that decisions are taken in the best, long-term interests of the organisation and that the Board takes collective ownership
- Foster, maintain and ensure that constructive relationships exist with and between Board members
- Work closely with the CEO to give direction to Board decision-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of the Board
- Facilitating decision-making and ensuring that decisions taken at meetings are implemented.
- Setting agendas and ensuring matters are dealt with to appropriately reflect the board's role and annual work plan. The board chair consults with the CEO and where possible develops the agenda at least 10 days prior to a meeting.
- To co-ordinate the committee to ensure responsibilities for particular aspects of management (e.g. personnel matters, financial control etc) are met and specialist expertise is employed as required.
- To facilitate change and address conflict within the organisation, liaising with the chief officer to achieve this.
- Ensuring that the board adopts an annual workplan and objectives that are consistent with MhIST's strategic directions, mission, and vision.
- Ensuring that the work of the board committees is aligned with the board's role and annual work plan and that the board respects and understands the role of board committees and does not redo committee work at the board level.
- Ensuring board succession by ensuring there are processes in place to recruit, select and train directors with the skills, experience, background and personal qualities required for effective board governance.

Relationship with the CEO and the wider management team

- Establish and build a strong, effective and a constructive working relationship with the CEO, ensuring that s/he is held to account for achieving agreed strategic objectives
- Support the CEO, whilst respecting the boundaries which exist between the two roles
- Ensure regular contact with the CEO and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges

- Liaise regularly with the CEO to maintain an overview of the strategy, governance, finance and quality of MhIST's work
- Conduct an annual appraisal and remuneration review for the CEO in consultation with other Board members
- Ensure that the CEO has the opportunity for professional development and has appropriate external professional support
- Ensures the Chief Executive has opportunities for professional development and has appropriate external professional support.
- The Chair works in partnership to support and enable the Chief Executive to manage the organisation and staff to achieve the aims of the organisation.

STATUTORY DUTIES OF A TRUSTEE

- To ensure MhIST, a charitable company, complies with its governing document.
- Ensure MhIST applies its resources exclusively in pursuance of its objectives so that money is not spent on activities not included in its own objectives.
- To have an enthusiasm for the work of MhIST and the time and commitment to carry out the duties of Board member.
- Provide commitment, ability, and time to prepare for and attend eight Board meetings per year plus other training, planning and promotional events.
- Contribute actively to the Board of Trustees' role in giving firm direction to MhIST, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets.
- Safeguard the good name and values of MhIST.
- Ensure effective and efficient administration of MhIST.
- Ensure financial stability of MhIST.
- On behalf of the Board, appoint future Chief Executive Officers and monitor their performance.
- All Trustees are responsible for holding MhIST 'in trust' for current and future beneficiaries by:
 - Ensuring the charity has a clear vision, mission and strategic direction and is focused on achieving these.
 - Being responsible for the performance of the charity and for its 'corporate' behaviour, ensuring that MhIST complies with all legal and regulatory requirements.
 - Ensure the charity's governance is of the highest possible standard.

The above list of duties does not claim to be exhaustive. Trustees (including the Chair) will be expected to perform any additional duties commensurate with their roles.