

Chair's Role Description Policy

Customer
Focus

Respect

Communication

Integrity



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Role Description for the Chair

1. Introduction

The Chair of the Board has particular duties and responsibilities, and should always remember that he/she is acting on behalf of the Board and not in isolation. Cloch's Chair is supported by a Vice-Chair and this role description is relevant to their duties also.

The position of Chair is referred to in Cloch's Rules, and the Chair must always act in accordance with the Rules.

2. Responsibilities

The overall responsibilities of the Chair are to provide leadership to the Board, and to ensure the efficient and proper conduct of the Board's business, acting on occasions under delegated authority on behalf of the Board. The Chair is also responsible for establishing and maintaining a constructive and complementary working relationship with the Director and providing support to him/her.

The specific responsibilities of the Chair are:

Providing leadership to the Board

- Represent Cloch Housing Association and present constructive views on its behalf.
- Promote good governance in all aspects of Cloch's work
- Promote, uphold and communicate Cloch's values, aims and objectives
- Keep the composition, skills and effectiveness of the Board under review, and recommend action to remedy any deficiencies
- Ensure that the Board receives appropriate professional advice
- Ensure, in the event of a vacancy, and in conjunction with other members of the Board, that the post of Director is filled in a timely and orderly fashion, in accordance with employment legislation, good practice and Cloch's own recruitment policy and practice.
- Ensure, in conjunction with other members of the Board, that the remuneration of the Director is considered, and recommendations made to the Board.
- Carry out, with other members of the Board, the annual appraisal of the Director, and ensure that a report is made to the Board.
- Provide ongoing support and guidance to the Director and (where necessary) initiate any disciplinary action.

Ensuring the efficient and proper conduct of the Board's business

- Chair all general meetings of Cloch Housing Association, in accordance with its constitution
- Plan agendas in consultation with the Director
- Chair all meetings of the Board, in accordance with agreed Standing Orders, and ensure the efficient and proper conduct of the Board's business.
- Ensure that the views of all Board members are sought before any important decision is taken at meetings.
- Decide on any points of order arising at any meetings of the Board
- Keep order and make sure that every member has a fair hearing and an opportunity to express their views on the subject under discussion.

- Decide all matters of order, relevance and at his/her discretion, alter the order of business at any stage of the meeting
- Exercise a second and deciding vote in the event of a tie in the vote of the Board

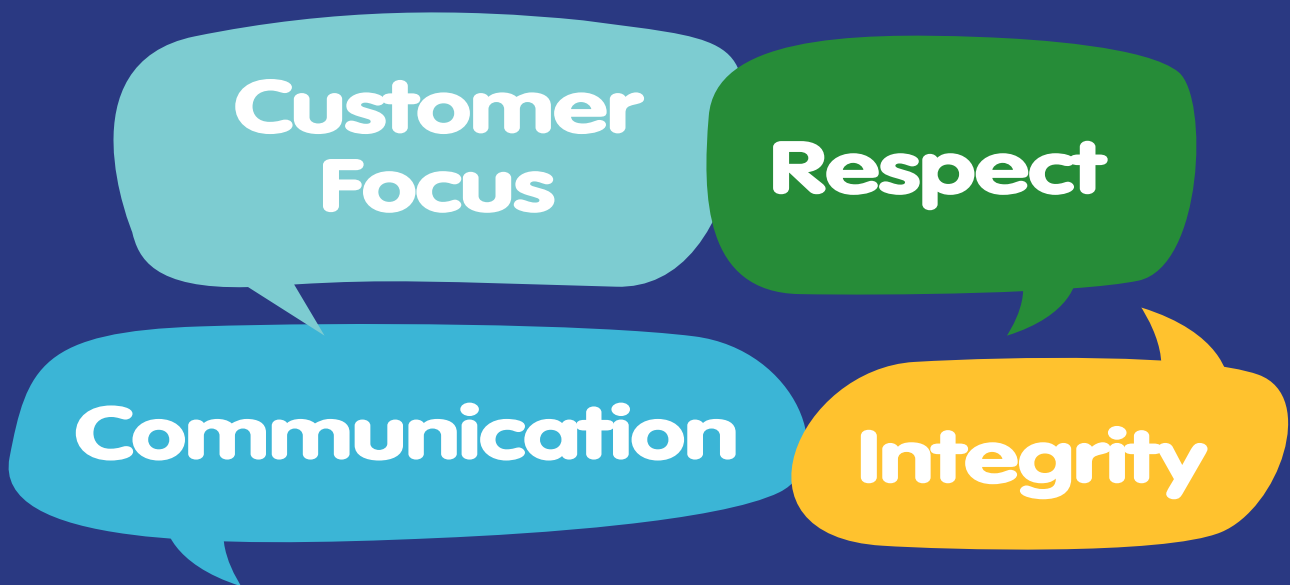
Acting under delegated authority on behalf of the Board

- Initiate any investigation under the terms of Cloch's Code of Conduct
- Ensure that Cloch's business is efficiently and accountably conducted between Board meetings
- Sign documents requiring the Board or the Chair's authorisation.
- Take decisions on behalf of the organisation in the event of emergencies that occur outside the regular meeting cycle and report these back to the Board for ratification
- Comply with the requirements of the SHR, specifically in respect of Notifiable Events

The Chair is offered training where appropriate to help him/her develop his/her skills in relation to the responsibilities associated with the post.

In exercising his/her responsibilities, the Chair may seek the advice and support of the Vice Chair or other office bearers, and may be guided by the advice of the Director.

However, the Chair remains solely responsible for the decisions which lie within the responsibilities of the post, and his/her decisions in these matters are final.



CLOCH HOUSING ASSOCIATION LTD	
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Policy Category	GOV
Policy Number	050
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This Review	N/A
Next Review	October 2018
Equalities Impact Assessment Required	
Link to other policies	
Consultation	
Need for Procedure	