

VENTURE HOUSING ASSOCIATION LIMITED

ROLE DESCRIPTION FOR CHAIR OF THE BOARD

Purpose of the Role

Work in partnership to contribute relevant experience, expertise and insight to add value in the creation of strategy and policy to ensure the longer-term viability and sustainability of the Association. To ensure that business decisions are made to facilitate achievement of strategy whilst ensuring that the views and interests of all stakeholders are represented at strategic level.

Main Tasks and Obligations

The key responsibilities of the Chair of the Board, in addition to those of Board Members (set out in Role Description of Board Member document), include:-

- decide Board agendas in partnership with the Chief Executive;
- lead the Board as a team to ensure effective Board performance;
- develop an effective working relationship with the Chief Executive and Senior Management Team to provide constructive challenge and co-create strategic plans;
- chair/facilitate/run meetings;
- lead responsibility for Chief Executive's Performance Review;
- line management of Board – including undertaking regular appraisal/development reviews;
- accountable for the image of the Board with staff (role model values and culture);
- escalation point for complaints/staff discipline;
- image and PR – figurehead for Venture Housing Association with all stakeholders.

Appointment to the Chair role specifically excludes any role in the Scrutiny Committee.

PERSON SPECIFICATION – CHAIR OF THE BOARD

Essential Requirements

It is essential that the Chair of the Board is able to:

- provide leadership for the direction and control of the Association, acting as a figurehead in setting the vision and values of the organisation and ensuring that obligations to all stakeholders are understood and reflected in Venture's strategies and policies;
- commit, on average, the equivalent of approximately 290 hours per annum to the work of the Board;
- attend all meetings of the Board and the Chairs' Forum and Committee Meetings, as appropriate.

Key Competencies

In addition to the competencies of a Board Member (set out within Person Specification of Board Member document), the competencies of the Chair of the Board should include:

- leadership ability and commitment to the Association's mission and strategic vision;
- the ability to manage meetings effectively, encouraging all participants to contribute and reach consensus;
- the ability to manage complex organisations and delegate effectively;
- confidence in public, with the energy and enthusiasm to role model the values of the Association effectively.