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www.housingandsupport.org.uk

Registered charity no. 1092587 Company no. 4233275

Chair Role Description

Job Title: Chairperson, Housing and Support Alliance

Direct Report: Chief Executive

Role Summary

To lead the board of directors, ensuring that the board fulfils its responsibilities for the governance and strategic direction of the organisation and acts in compliance with its governing document, charity and company law and other relevant legislation.

To support and where appropriate, to challenge Chief Executive to help achieve the mission of the organisation, and foster effective relationships between trustees, staff and volunteers.

In addition to the general responsibilities of a Trustee & Director, the Chair has a number of tasks specific to their role.

1. Main Responsibilities of the Chair

- providing leadership for the board of directors in their role of setting the strategy and policy of the organisation
- planning the annual cycle of board meetings and setting the agendas
- chairing and facilitating the board meetings
- giving directions to board policy making
- monitoring that decisions taken at board meetings are implemented
- acting as a spokesperson for the organisation where appropriate

In relation to employed staff;

- liaising with the chief executive to keep an overview of the organisation's affairs and to provide support as appropriate
- reviewing and appraising the performance of the chief executive
- sitting on appointment panels as required
- acting as final stage adjudicator for disciplinary and grievance procedures if required
- attending and being a member of other committees or working groups when appropriate in role as Chair

Ambassador role

- Act as an ambassador to help promote the organisation to stakeholders, representing the organisation at key events and meetings.
- Network with Chairs of other organisations.
- To support board members to act as appropriate, as ambassadors for H&SA.

2. Qualities of a Chair

- Strong compatibility with H&SA's Vision, Mission and Values
- Good chairmanship balanced with injecting real substance to the board and meetings
- Ability to express and share own views
- Ability to challenge constructively
- Credibility with internal and external stakeholders
- Ability to facilitate and employ the skills of the trustee board
- commitment to the organisation
- strong leadership ability
- An understanding of the learning disability and/or housing and care field
- integrity, strategic vision and good/independent judgement
- a willingness to devote the necessary time and effort to their duties

Chair and trustee/director

- ability to take decisions for the good of the organisation
- good, independent judgement
- good communication skills
- tact and diplomacy
- willingness to speak one's mind and listen to the views of others
- an ability to work effectively as a member of a team
- A good understanding of governance and the responsibilities of trustees and company directors

Desirable experience

- prior experience of committee/trustee work
- knowledge of housing, care and support for people with learning disabilities
- a wider involvement with the voluntary sector

4. Time Commitment

Term of office

Each term of office is for a maximum of 3 years. A Chair may hold office for a maximum of 6 years (2 full terms) providing their total service as a trustee does not exceed 9 years.

Time commitment

2-3 days per month.

The board meet 4 times per year rotating between London, Birmingham and Manchester - meetings are midweek and held during the day .

The role is unpaid. We do pay travel and accommodation expenses that are required to attend meetings.

- It is important that the Chair is available to the chief executive on a regular basis.
- In addition to Board Meetings, other contact – usually electronic or by telephone – will be necessary.

If you are interested in this role please forward an expression of interest by Monday 25th February 2013 to alicia.wood@housingandsupport.org.uk