

Role and Responsibilities

Chair of Trustees

The role of the Chair is to lead the Board as an effective governance body, collectively responsible for the strategic direction of Princess Alice Hospice (the Hospice) and the fulfillment of its charitable objectives.

The Chair is required to work in close co-operation with the Chief Executive Officer (the “CEO”) of the Hospice, consulting with the CEO on all aspects of Hospice strategy, governance and management and providing advice and guidance to the CEO to help achieve the vision and objectives of the Hospice. When necessary for good governance, the Chair may hold discussions solely with Trustees but should report to the CEO as and when appropriate on the nature and outcome of such discussions.

Responsibilities

Governance

- Ensuring that the Hospice acts in accordance with its constitution, all applicable laws and regulations and its mission, vision and values
- Leading the Board, challenging the effectiveness of the group as a whole, and each Trustee individually
- Reviewing the composition of the Board on a regular basis and establishing clear procedures for the re-election, retirement and recruitment of Trustees;
- Defining and keeping under review the selection and performance criteria for Trustees, as relevant, and maintaining the relevant experience, diversity and skills mix on the Board
- Establishing appropriate committee and sub-committee structures for the Board and managing the appointment of the committee chairs and the membership of such committees
- Ensuring that all Trustees and committee members receive the appropriate induction, ongoing training, advice and relevant communications;
- Ensuring that the Board annually reviews its structure, role, relationship to staff and volunteers and implements any agreed changes as necessary;
- Ensuring that the Hospice has in place appropriate processes for reviewing and monitoring risk
- Managing any conflicts of interest which may arise at Board level
- Appointing a vice chair from amongst the Trustees to temporarily fulfil the responsibilities of the chair with respect to Board meetings.

Strategy and general management

- Ensuring that the Board sets the overall strategy and policy objectives for the Hospice in the short, medium and long term
- Ensuring that the appropriate resources (personnel, financial, material) are secured in order to achieve the agreed goals

- Ensuring that the Hospice has appropriate policies and procedures in place for its effective management and that these are regularly reviewed by the Board
- Ensuring that a process is in place for monitoring the progress of the Hospice against its current strategy, business plan and overall objectives.

Management of staff

- Managing the appointment process for the CEO
- Monitoring and supporting the work of the CEO
- Appraising the CEO's performance annually and reviewing and recommending changes to the CEO's remuneration to the Remuneration and Nominations Committee
- Chairing the Remuneration and Nominations Committee and ensuring that the senior leadership team are appropriately remunerated
- Receiving regular informal progress reports of the Hospice's work from the CEO
- Reflecting to the Trustees any concerns staff have in regard to the role of the Board, its committees or members; and to relate concerns of the Board and other committee members to the CEO.

Promotion of the Hospice

- Acting as an ambassador for the Hospice with regards to major events and major communications with the Hospice's patients and carers, the local/national health community and to the Hospice's supporters and its wider community;
- Representing the Hospice to a wider audience of potential donors
- Attending such regional or national meetings Hospice UK, other hospices/palliative care providers or system partners as may be beneficial to the Hospice.

Public Comments

- In general, the Chair should only make public comments about the Hospice with Board authorisation and in accordance with policies agreed with the CEO
- Notwithstanding the above, the Chair may make public comments about the Hospice without specific prior authorisation from the Board where a significant circumstance or emergency event has occurred and it is in the best interests of the Hospice as a whole that public statements be made notwithstanding it has not been practicable to gain Board authorisation and provided that Board approval for any further public comment is sought as soon as practicable thereafter.

Board meetings

- Calling meetings of the Board on a regular basis, and when otherwise required, to consider all matters falling within the Board's jurisdiction
- Setting the agendas for the Board discussions and ensuring reports are received to enable the Board to monitor effectively the key performance indicators of the Hospice's business
- Chairing meetings of the Board so that it functions efficiently and so that all present can make an effective contribution, decisions are taken effectively and with collective responsibility
- Monitoring progress so that decisions taken at meetings are implemented and to report back to Trustees as necessary.

Person Specification

Essential experience

- Substantial experience of leading strategy and setting vision along with a proven track record of strategic commercial acumen.
- A high level of understanding and interest in the issues the Hospice seeks to address, alongside a commitment to the values and principles of the Hospice
- Substantial board experience along with a successful track record of chairing boards or subcommittees.
- A successful track record of galvanising high performing, values led cultures; experienced in organisational development.
- Experience of building and developing successful networks, partnerships, alliances and working relationships to further organisational objectives.
- Experience of impact as a credible ambassador/representative of an organisation.
- Sound knowledge of charity governance, and sufficient time and commitment to fulfil the role
- A strong and evident commitment to equity, diversity and inclusion.

Essential Skills & Abilities

- Effective and strong leadership
- Highly developed interpersonal and communication skills
- Skilled at bringing people together to generate a strong team spirit, able to work collaboratively, building consensus and encouraging decision making.
- Ability to stimulate innovation
- Ability to understand complex strategic issues, analyse and resolve difficult problems
- Politically astute, with the ability to grasp relevant issues and understand relationships between interested parties
- Sound, independent judgement, common sense and diplomacy

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