**St. Vincent’s Hospice - Chairperson**

**Person Specification**

**Leadership & Direction**

* A desire to serve the best interests of people who have been diagnosed with life-shortening illness and their loved ones.
* Leadership qualities, knowledge/experience of strategic planning, and a proven track- record in working as part of a team.
* Ability to ensure clarity of purpose within the Board and with the Chief Executive Officer (CEO), aligning to the core values of the organisation.

**Governance**

* Prior Board experience in chairing meetings, leading working groups, etc. with a good knowledge of voluntary boards.
* Commitment to transparent governance.
* Knowledge of how organisations work, with an understanding of the roles and responsibilities of Boards of Trustees/Directors.
* Knowledge of Company Law, Charity Law, accounts, budgeting, and the principles of good governance.
* Ability to manage potential conflicts of interest.
* A willingness to devote time to the organisation between the 4 formal Board meetings, an average of 1 day per month over the course for the year.

**External Relations**

* Knowledge and experience of health and/or care provision in a strictly regulated environment, which could have been gained in a wide variety of roles.
* A good working knowledge of the principles of diversity and inclusion.
* A willingness to learn about the sector and understand the concerns of members, funders, and staff.
* Ability to play an ambassadorial role for the organisation and to effectively maintain contacts and networks.
* Enthusiasm, drive, the ability to speak in public, and write coherently on a topic.
* No unresolved conflict of interest.
* Flexibility to work evenings and weekends.

**Personal Attributes**

* Patience and a sense of humour.
* Outgoing and warm personality.
* Altruistic
* Empowering
* Devotes enough time to the organisation
* Clear about the role
* Capable of seeing the ‘big picture’
* Capable of handling contentious issues
* Self-confident and humble
* Intelligent
* Reflective and open
* Organised & focused.
* At ease in different people groups
* Inclusive of people of all faiths, and none, and of the LGBTQ+ community
* Non-judgmental
* Willing to use connections to advance the organisation
* Possessing connection and influence with key people
* *A current driving license and disclosure check will be required.*

# ST. VINCENT’S HOSPICE CHAIRPERSON

**Role of Chairperson**

# CORE OBJECTIVE:

The Chairperson (Chair) is in effect the chief volunteer within the organisation. The Chair, with the Chief Executive Officer (CEO), will ensure that all aspects of corporate governance are accounted for and will hold the Board to account for the charity’s vision, mission, and stated purpose in line with its governing documents and the law, upholding the organisation’s values.

The Chair will also provide leadership to the Board, ensuring each trustee fulfils their duties and responsibilities. The Chair will work in partnership with the CEO to provide leadership and clarity of purpose for the organisation and together represent the public face of the charity.

# SPECIFIC FUNCTIONS:

Leadership and Direction:

* + - 1. The Chair will provide leadership and support to the Board, ensuring each trustee fulfils their duties and responsibilities
      2. The Chair will work in partnership with the CEO to provide leadership and clarity of purpose for the organisation
      3. The Chair together with the CEO will take strategic decisions as required between Board meetings.
      4. The Chair will provide leadership to the rest of the Board.
      5. The Chair will work closely with the CEO and Governance Committee Chairs to ensure outcomes are achieved.

Governance:

* + - 1. The Chair will contribute to the Annual Report and chair the AGM.
      2. The Chair is responsible for the calling and chairing of any Governance Committee meetings when necessary.
      3. The Chair is ex-officio on all sub-groups and will attend when necessary or invited to do so by the Governance Committee Chairs.
      4. The Chair will ensure meetings are run efficiently, and discussion and decision-making is democratic and fully participative
      5. The Chair, with other members of Board will assess and agree reward for the CEO.
      6. The Chair will build a strong and effective working relationship with the CEO, meeting frequently with the CEO to discuss items of importance, and respecting boundaries between the roles.

External Relations:

* + - 1. The Chair will act as an ambassador for the organisation and will, on occasion, perform both a ceremonial and representative role with the CEO in relation to strategic meetings with stakeholders.
      2. The Chair, along with the CEO, will maintain close working relationships with key stakeholders as required.
      3. The Chair will perform a variety of other roles and represent St. Vincent’s Hospice at functions with partners & stakeholders as appropriate.

Time commitment:

The annual time commitment includes:

* + - * + Board meetings (normally 4 per year), usually held in person at St. Vincent’s Hospice.
        + The AGM;
        + Board development sessions as held from time-to-time.
        + Other essential meetings including Governance Committees as required.
        + Approximately 1 day a month outside of formal meetings.

The minimum term expected as Chairperson is 3 years.