

Chair – Shropshire Doctors Cooperative Ltd

Remuneration:	£9000 per annum plus expenses (as per Company policy)
Location:	Longbow House, Longbow Close, Shrewsbury SY1 3GZ
Time commitment:	3 half day sessions per month to include 10 Board meetings per year plus the AGM. The Chair is also expected to have regular meetings with the Managing Director, and also represent the Cooperative at various events and meetings with key stakeholders.

Job Description

Objective

The Chair will hold the Board and Executive Team to account for the Cooperative's mission and vision, providing inclusive leadership to the Board members, ensuring that each fulfils their duties and responsibilities for the effective governance of the organisation. The Chair will also support, and, where appropriate, challenge the Managing Director and ensure that the Board functions as a unit and works closely with the entire Executive of the organisation to achieve agreed objectives. You will act as an ambassador and the public face of the organisation in partnership with the Managing Director.

Summary

The principal role of the Chair is to manage and provide leadership to the Board of Directors of the Company. The Chair is accountable to the Board and acts as a direct liaison between the Board and the management of the Company, through the Managing Director.

Chairing is a key role. The Chair must ensure that the meeting functions properly, that there is full participation during meetings, all relevant matters are discussed and that effective decisions are made and carried out.

The non-executive Chair's duties are typically limited to matters directly related to the Board, such as:

- Chairing the meetings of the Board.
- Organising and coordinating the Board's activities.
- Reviewing and evaluating the performance of the Managing Director and the other Board members.

Principal responsibilities

Strategic leadership

- Provide leadership to the Cooperative and its Board, ensuring maximum impact for its key stakeholders and members
- Ensure that Board fulfil their duties and responsibilities for the effective governance of the organisation
- Ensure that the Board operates within its business objectives, and provides a clear strategic direction for the organisation
- Ensure that the Board is able to regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate the risks
- Ensure that the Board fulfils its duties to ensure sound financial health of the organisation, with systems in place to ensure financial accountability

Governance

- Ensure that the governance arrangements are working in the most effective way for the Cooperative
- Develop the knowledge and capability of the Board members
- Encourage positive change and where appropriate address and resolve any conflicts within the Board
- Appraise the performance of the Board on an annual basis
- Ensure that the Board is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the organisation effectively, and which also reflects the wider population
- Work within any agreed policies adopted by the organisation

External Relations

- Act as an ambassador for the Cooperative's Mission and Vision
- Maintain close relationships with key members of local stakeholders and with key influencers
- Act as a spokesperson for the organisation when appropriate
- Represent the organisation at external functions, meetings and events
- Facilitate change and address any potential conflict with external stakeholders

Efficiency and effectiveness

- Chair meetings of the Board effectively and efficiently, bringing impartiality and objectivity to the decision making process
- Ensure that Non-Executives are fully engaged and that decisions are taken in the best, long-term interests of the Cooperative and that the Board takes collective ownership
- Foster, maintain and ensure that constructive relationships exist with and between the Directors
- Work closely with the Managing Director to give direction to Board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of trustees
- Monitor that decisions taken at meetings are implemented.

Relationship with the Managing Director and the wider management team

- Establish and build a strong, effective and constructive working relationship with the Managing Director, ensuring they are held to account for achieving agreed strategic objectives.
- Support the Managing Director, whilst respecting the boundaries which exist between the two roles
- Ensure regular contact with the Managing Director and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges
- Liaise with the Managing Director to maintain an overview of the Cooperative's affairs, providing support as necessary
- Conduct an annual appraisal and remuneration review for the Managing Director in consultation with other Non-Executives
- Ensure that the Managing Director has the opportunity for professional development and has appropriate external professional support

Additional information

The above list is indicative only and not exhaustive. The Chair will be expected to perform all such additional duties as are reasonably commensurate with the role.

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Person Specification

In addition to the qualities required of a Board Non-Executive, the Chair must also meet the following requirements:-

Personal Qualities

- Demonstrate a strong and visible passion and commitment to the Cooperative, its strategic objectives and mission
- Personal gravitas to lead a significant local organisation
- Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Strong networking capabilities that can be utilised for the benefit of the organisation
- Ability to foster and promote a collaborative team environment
- Ability to commit time to conduct the role well, including travel and attending events out of office hours

Experience

- Experience of operating at a senior strategic leadership level within an organisation
- Successful track record of achievement through their career
- Experience of corporate governance
- Experience of external representation, delivering presentations and managing stakeholders
- Significant experience of chairing meetings and events

Knowledge and skills

- Broad knowledge and understanding of the Social Enterprise sector and current issues affecting it
- Strong leadership skills, ability to motivate staff and members and bring people together
- Financial management expertise and a broad understanding of not-for-profit finance issues
- Good understanding of social enterprise governance issues

Terms

The organisation Chair will serve a three-year term to be eligible for re-appointment for one additional term.

In addition to chairing the main Board meetings, the Chair has the right to attend the Executive Management team and Staff Representative meetings.