healthwatch Richmond upon Thames

Role description - Chairperson

The role is unpaid and the Chair is expected to engage in setting the agenda for and managing the Board meeting which take place around 6 times a year in practice.

The Chair is line manager for the Chief Officer and a signatory for the charity and will provide the Chief Officer with support and supervision. On a day to day basis this will be limited to planned meetings with the Chief Officer. The Chair also has a key role in managing our response to urgent events where it may be necessary to work with the Chief Officer, or in his absence other Trustees and staff, to respond in real time.

The Chair will work with other Trustees to ensure the good management of the organisation. As part of this, the Chair of the Board is invited to attend the independently chaired Audit Committee provides regular oversight of the finances, risks and assets (including data) of the organisation.

The Chair is also a Trustee and Director of Healthwatch Richmond, as are all Board members. The Chair will also fulfil the same duties required of them in their capacity of Director under the Companies Act 2006, and of a charity Trustee, contributing to the strategic direction of Healthwatch Richmond and ensuring effective governance and management in line with its constitutional and statutory obligations, its code of conduct, and best practice.

While Trustees agree the strategic direction for the organisation and support the delivery of the strategy, we strive to involve the community in all aspects of our work programme.

At this time, managing the effective transfer of our functions to the ICB and Local Authority and the wind up of Healthwatch Richmond are key strategic priorities that need to be managed by Trustees with support from the Chief Officer.

Person Specification

Candidates must be able to demonstrate the following:

- Ability to chair meetings effectively
- Knowledge of NHS, social care or public health policy or practice
- Ability to understand, analyse, interpret and absorb complex information
- A broad understanding of finance and governance issues facing charities
- Good, independent judgement, objectivity and impartiality
- Excellent communication skills and the ability to lead strategic discussion and debate

- People management and development experience - the Chair manages the Chief Officer
- A commitment to the aims of Healthwatch Richmond, in particular an interest in health and social care and/or public engagement
- A commitment to upholding the Nolan principles for conduct in public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- Willingness and ability to devote the necessary time and effort to being an effective Chair and to engaging with the (approximately 2 days a month)

Individual Responsibilities of Trustee Directors

Trustees manage and administer the charitable company. The trustee's role is to accept responsibility for directing the affairs of the charitable company and ensuring that it delivers its charitable objects. It includes the following areas of responsibility:

- Preparing annual reports and submitting annual return forms and accounts
- Compliance with the objectives of the charity as set out in the governing document

Trustees must ensure the charitable company is run carefully, by making sure it:

- Uses its charitable funds and assets wisely to further its charitable aims
- Doesn't do anything to put its property, funds, assets or reputation at risk
- Takes appropriate care and advice when investing or borrowing money

Collective responsibilities

- Understanding the external challenges, opportunities and threats the organisation faces
- Representing interests of stakeholders
- Prioritising shorter term objectives and ensuring access to sufficient human, technical and specialist resources to achieve them
- Delegating operational responsibility and setting performance objectives for the Chief Officer
- Safeguarding the integrity, reputation and intellectual capital of the organisation as well as its financial and other assets
- Ensuring that all corporate activities and communications satisfy legal, regulatory and other requirements
- Evaluating and monitoring Board collective performance and that of individual directors
- Ensuring appropriate development and succession plans are in place for Board-level and senior management positions
- Ensuring that the organisation's charitable mandate is fulfilled
- Ensuring compliance with the Companies Act 2006