

ROLE AND PERSON SPECIFICATION FOR CHAIR: November 2018

Specific responsibilities

This is a part-time role. The key activities in the role take roughly a day per month of the person's time. S/he presides at board meetings; ensures these are held at least three, and normally four times every year, at regular intervals, and meets regularly with the Chief Executive to provide a sounding board, advice and guidance, and challenge. The Remuneration Committee is accountable to the board and chaired by a trustee; the Chair may wish to join Remuneration Committee meetings.

In the course of the incoming Chair's tenure, s/he will lead the recruitment of a successor to the charity's founder, Jocelyn Cornwell.

The Chair:

- Ensures the board of trustees demonstrates the highest standards of corporate governance
- Ensures the expertise of individual trustees is used appropriately for the benefit of the Foundation
- Reviews the performance of individual trustees and ensures all trustees are fully briefed on the terms of their appointment and on their rights, duties and responsibilities
- Ensures that board members understand their responsibility to be prepared for meetings by having considered all papers in advance
- Reviews the board every year
- Ensures that the board maintains an appropriate blend of complementary skills and experience
- Agrees the Foundation's strategic objectives and undertakes the annual employee review of the Chief Executive, in consultation with other trustees

The Chair ensures that the board functions effectively by:

- Chairing trustee meetings effectively, seeking consensus, balancing the need for full debate on key questions with the despatch of business, so as to reach clear and agreed decisions

- Liaising with the Chief Executive to prepare carefully structured agendas and briefing papers for board meetings, and encouraging participation from all trustees
- Taking an active role in the creation and maintenance of a long-term plan to develop the board of trustees
- Encouraging trustees to constructively challenge the strategy and direction of the Foundation

S/he will ensure that the charity plans strategically by:

- Leading the trustees and members of the senior management team to develop, appraise and update strategic plans and to monitor performance against such plans as are adopted by the board
- Ensuring, through the Chief Executive, that management effort is effectively directed within a framework of clearly stated corporate strategies and key tasks

Additional responsibilities include:

- To be available to the Chief Executive regularly, in person and by phone/email

Person specification

We are seeking an outstanding individual to chair The Point of Care Foundation Board of Trustees, someone who is able to command the confidence of the clinical and healthcare sector and more broadly, business and finance communities and other parts of the public sector.

The successful candidate will have:

- Experience of business development and/or finance, an understanding of commercial organisations and the challenges facing start-ups in any sector
- Knowledge of government, the public sector and innovations in public sector financing is desirable
- Experience chairing boards in one or more organisations
- Experience recruiting a new Chief Executive to lead an organisation

The successful candidate should be able to demonstrate:

- The ability to bring energy, diplomacy and creativity to the activities of The Point of Care Foundation and its relationships with its partners and stakeholders
- A personal interest in the experience and well-being of both staff and patients, and empathy for the Foundation's vision and ethos
- Sound judgement and sufficient stature to lead the board and to provide guidance to the CEO and senior management team effectively
- The ability to think strategically, creatively and for the long-term

- An understanding of governance and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- First rate communication, negotiation and influencing skills
- Willingness to commit the necessary time