

Independent Chair UAVA

| | |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Remuneration: | The role of Chair is not accompanied by any financial remuneration, although expenses for travel may be claimed. |
| Location: | Leicester, Leicestershire and Rutland. |
| Time commitment: | Four Board meetings per year. The Chair is also expected to have regular meetings with Chief Executives for Consortium Partners and also represent UAVA at various events and meetings with key stakeholders. |

Role Description

Objective

The Independent Chair will provide leadership to the Board of Directors, ensuring that each Director fulfils their duties and responsibilities for the effective governance of the company. The Chair will also support, and, where appropriate, challenge the Chief Executives from Consortium partners and ensure that the Board functions as a unit and works closely with the entire Consortium to achieve agreed objectives. He or she will act as an ambassador and the public face of the Company in partnership with the Chief Executives.

Principal responsibilities

Strategic leadership

- Provide strategic leadership to the Consortium and its Board, ensuring that the Consortium has maximum impact for its beneficiaries.
- Ensure that Directors fulfil their duties and responsibilities for the effective governance of the Consortium.
- Ensure that the Board operates within its objectives and provide a clear strategic direction for the Consortium.
- Ensures that the Board regularly reviews major risks and opportunities, and satisfies itself that systems are in place both to take advantage of opportunities, and manage and mitigate risks.
- Ensure that the Board fulfils its duties in delivering targets whilst ensuring sound financial health of the Consortium partners, with systems in place to ensure stability and financial accountability.

Governance

- Ensure that the governance arrangements are working in the most effective way for the Consortium.
- Develop the knowledge and capability of the Board of Directors.
- Encourage positive change where appropriate. Address and resolve any conflicts within the Board.
- Review the performance of the Directors and the Board on an annual basis.
- Work within any agreed policies adopted by the Consortium.

External Relations

- Act as an ambassador for the cause and the Consortium.
- Maintain good relationships with Commissioners and external partners.
- Act as a spokesperson for the organisation when appropriate.
- Represent the Consortium at external functions, meetings and events.
- Facilitate change and address any potential conflict with external stakeholders.

Efficiency and effectiveness

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

Relationship with the Chief Executives and the wider management team

- Build a strong, effective and a constructive working relationship with the Chief Executives of the partner organisations within the Consortium and support them in the delivery of the UAVA contracts as necessary.
- Maintain an overview of the Consortium's affairs, ensuring that the Chief Executives of Consortium partner organisations are held to account for achieving agreed strategic objectives.

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.

Independent Chair UAVA

Person Specification

Personal Qualities

- Demonstrate a strong and visible passion and commitment to the Consortium, its strategic objectives and cause.
- Personal gravitas to lead a significant 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 charity.
- 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.
- Experience of charity governance and working with or as part of a Board of Trustees/Directors.
- 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 third sector and current issues affecting it.
- Strong leadership skills, ability to bring people together.
- Expertise in strategy development and strong problem-solving skills
- Financial management expertise and a broad understanding of charity finance issues.
- Good understanding of charity governance issues.