

## **Statement of the role of the Chair of St Anne's Board (Council of Management)**

The chair of the Board (or the Council of Management as it was previously known) has additional responsibilities and duties to those outlined in the statement of the role of Board members. The relationship between the Chair and the Chief Executive is critical. The Chair leads the board and the Chief Executive leads the staff team. Clarity in their respective roles is essential as is trust and confidence in both directions. The Chief Executive should be proactive in talking through issues and problems. The Chair should be available to listen, debate, support and counsel.

### **Key responsibilities**

- ◆ Ensuring the efficient conduct of business at Board meetings and general meetings by effective chairing
- ◆ Establishing a constructive working relationship with the Chief Executive and being a source of advice and support
- ◆ Building a constructive relationship with and between other Board members including providing feedback on performance
- ◆ Making sure that the Board delegates sufficient authority to committees, the Chair, the Chief Executive and others to enable the business of the organisation to be carried out effectively
- ◆ Making sure that such delegated authority is effectively monitored
- ◆ Making sure that the views of all Board members are sought and recorded before important decisions are taken
- ◆ Making sure that decisions taken are implemented
- ◆ Making sure that the Board receives professional advice when this is necessary
- ◆ Representing the organisation as appropriate
- ◆ Making sure that the Board complies with the National Housing Federation (NHF) Code of Governance
- ◆ Where necessary taking decisions between meetings in consultation with the Chief Executive (and reporting back to the Board)
- ◆ Appraising the performance of the Chief Executive
- ◆ Making sure that the Board reviews its own performance and that an Awayday is organised at least once during the tenure of each chair