

**Job Description
Chair of Board
For LNHCL**

Term: 18 months

Job purpose:

To chair the Board of the LNHCL, leading the Board in discharging its responsibilities for setting the strategic aims and objectives of the organisation, in fulfilment of the organisation's legal requirements as set out in the memorandum and articles of association.

Main Duties

- To implement the recommendations from the commissioned review of LNHCL.
- To ensure that the organisation complies with the memorandum and articles of association, company law and any other relevant legislation or regulations.
- To ensure that the organisation pursues its aims and objectives.
- To lead actively and inclusively giving firm strategic direction to the organisation and bringing impartiality and objectivity to decision making.
- To chair meetings of the Board in accordance with the Memorandum and Articles of the organisation and to secure the active involvement of Board members in policy and decision making.
- To ensure that all Board members are aware of their responsibilities as set out in the Board member job description and that all members receive appropriate induction, training and support to carry out their role effectively.
- To ensure that the Board has the right mix of people able to represent organisations involved in the organisation of carnival activities and with appropriate skills to develop the organisation successfully.

- To monitor the performance of the Board and to make any necessary adjustments to ensure the organisation is able to meet its strategic objectives co-opting additional members as appropriate.
- To ensure that the organisation applies its resources exclusively in pursuance of its objectives and to monitor the financial health of the organisation with the Treasurer ensuring financial probity and audit requirements are met.
- To work with the Treasurer and the Chief Executive to oversee the corporate planning process, the meeting of agreed objectives and implementation of the Board's decisions, ensuring that the work is consistent with the ethos and values of the organisation and that the Board is kept informed of progress and performance.
- To safeguard the good name, reputation and values of the organisation, and to act as its ambassador to stakeholders and in the public arena as appropriate attending meetings and events as required.
- To monitor and review the organisations strategic plans, policies and procedures in partnership with the Board and Chief Executive to enhance the organisation's effectiveness.

Additional Duties

- To lead on the recruitment and induction of the succession Board.
- To undertake the Chief Executive's annual performance appraisal.
- To be involved in the process of staff appointments and, in consultation with other members of the Board, to determine the appropriate remuneration package for staff.
- To sit on panels for appointment and grievance and disciplinary matters and to attend internal and external meetings as required.
- To facilitate change and to address conflict within the Board and on behalf of the organisation in liaison with the staff.

Essential Skills and Experience

- A current or previous recognised strategic leadership role within the voluntary, public or private sectors.
- Proven ability to lead outside authority across all sectors.
- Ability to work effectively as a member of a team and inspire and motivate colleagues to achieve objectives.
- Good independent judgment and the ability to think creatively.
- Experience of financial scrutiny and evidence of financial acumen including income generation.
- Understanding of governance in voluntary organisations.
- Previous experience as a Trustee of a voluntary organisation.
- Experience of engaging stakeholders from diverse backgrounds.
- Appreciation of and a commitment to the ethos of Carnival.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of being a Board member.
- Ability to devote an equivalent of four days per month to LNHCL business.

This job description will be reviewed in conjunction with the post holder 6 months after the appointment has commenced and may be subject to change.