RESPECTIVE ROLES: CHAIR AND CHIEF EXECUTIVE

CHIEF EXECUTIVE

* Reports to the Chair and to the Board of Directors directly
* All members of the management structure report either directly or indirectly, to the CEO
* Running the Trust’s business
* Responsible for proposing and developing the Trust’s strategy and overall objectives
* Implementing the decisions of the Board of Directors and its Committees
* Provision of information and support to the Board of Directors ensuring that Board of Directors’ decisions are implemented
* Providing input to the Board of Directors’ agenda from themselves and other members of the Executive Team
* Ensuring the Chair is aware of the important issues facing the Trust and proposing agendas which reflect these
* Ensuring that the Executive Team provides reports to the Board of Directors which contain accurate, timely and clear information
* Ensuring, that they and the Executive Team comply with the Board of Directors’ approved procedures
* Ensuring that the Chair is alerted to forthcoming complex, contentious or sensitive issues affecting the Trust
* Providing input on appropriate changes to the schedule of matters reserved to the Board of Directors and Committee terms of reference
* Supporting the Chair in their tasks of facilitating effective contributions and sustaining constructive relations between Executive and Non-Executive members of the Board of Directors
* Providing information and advice on succession planning, to the Chair, the Remuneration Committee, and other members of the board of directors, particularly in respect of Executive Directors
* If so appointed by the Board of Directors, serving on and Committee
* Leading the communication programme with stakeholders
* Contributing to induction programmes for new Directors and ensuring that appropriate management time is made available for the process
* Ensuring that the development needs of the Executive Directors and other senior management reporting to him/her are identified and met
* Ensuring the provision of appropriate development, training and information
* Ensuring that performance reviews are carried out at least once a year for each of the Executive Directors. Providing input to the wider Board of Directors.
* Promoting and conducting the affairs of the Trust with the highest standards of integrity, probity and corporate governance
* Provision of effective information and communication systems