RESPECTIVE ROLES: CHAIR AND CHIEF EXECUTIVE

CHAIR

* Reports to the Board of Directors
* Other than the Chief Executive, Non-Executive Directors report to the Chair
* The effective running of the Board of Directors
* Ensuring that the Board of Directors as a whole pays a full part in the development and determination of the Trust’s strategy and overall objectives
* The guardian of the Board of Director’s’ decision-making processes
* General leadership of the Board of Directors
* Running the Board of Directors and setting its agenda
* Ensuring that Board of Directors’ agendas take full account of the important issues facing the Trust
* Ensuring that the Board of Directors receive accurate, timely and clear information
* Ensuring compliance with the Board of Director’s approved procedures
* Arranging informal meetings of the Directors, to ensure that sufficient time and consideration are given to complex, contentious or sensitive issues
* Proposing a schedule of matters reserved to the Board of Directors, terms of reference for each Board Committee and other Board policies and procedures
* Facilitating the effective contribution of all members of the Board of Directors to ensure that constructive relations exist between Executive and Non-Executive members of the Board of Directors
* Chairing the Remuneration Committee, and initiating change and succession planning in the Board and the appointment of effective and suitable members and Chairs of Board Committees
* Proposing the membership of Board Committees and their Chairs
* Ensuring that there is effective communication by the Trust with patients, staff and other stakeholders
* Taking the lead in providing a properly constructed induction programme for new Directors
* Taking the lead in identifying and seeking to continually update their skills and knowledge, and meet the ongoing development needs both of the individual Directors and of the Board of Directors as a whole
* Ensuring that the performance of the Board of Directors as a whole, the Committees, and individual members of both are periodically assessed
* Promoting the highest standards of integrity, probity and corporate governance through the organisation and particularly at Board of Director’s level
* Ensuring good information from and between the Board of Directors, Committees, and between senior management and Non-Executive Directors