



## Role Description

### Chairperson

**Role title:** Chairperson

**Responsible to:** The Board of Trustees

**Position:** Voluntary

#### Overview:

The Friends of York Hospitals (FOYH) is a Charitable Incorporated Organisation (CIO) whose objective is to preserve, enhance and protect the health of patients of the York Hospitals by providing and assisting in the provision of facilities, support services and equipment not normally provided by the statutory authorities.

The role of the Chairperson is one of the three officer posts as identified within the constitution (paragraph 13 (8)) along with the Honorary Secretary and Honorary Treasurer.

The key role of the Chairperson is to lead and support the Trustees in the decision-making process in accordance with the constitution.

#### Main duties and responsibilities

In addition to the general responsibilities of a trustee, duties of the Chairperson include the following.

- Providing leadership to the organisation and the Board of Trustees by ensuring that everyone remains focused on the delivery of the organisation's charitable purposes in order to provide greater public benefit in accordance with the constitution.
- Chairing and facilitating Board meetings with the agreement of the Trustees
- Representing the organisation at functions and meetings, and acting as a spokesperson as appropriate
- Bringing impartiality and objectivity to decision-making
- With the Honorary Secretary:
  - Planning the annual cycle of Board meetings and other general meetings where required, for example annual general meeting
  - Setting agendas for Board and other general meetings
  - Checking that decisions taken at meetings are implemented
  - Developing the Board of Trustees including induction, training, appraisal and succession planning

- Addressing conflict within the Board of Trustees and within the organisation in accordance with the relevant policies and procedures
- Sitting on appraisal, recruitment and disciplinary panels as required
- Lead the recruitment of new Trustees in line with recruitment procedure

### Person specification

In addition to the person specification for a trustee, the Chairperson should have the following qualities:

#### Essential criteria

- A thorough knowledge and understanding of all roles of the Board of Trustees
- A track record in leadership at management level
- An ability to manage and undertake change
- An understanding of strategic thinking and planning
- A willingness to be available to staff for advice and enquiries on an ad hoc basis
- A team player with a collegiate and collaborative approach
- Tact and diplomacy
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences

#### Desirable criteria

- Experience as a Trustee
- Experience of working in a position of responsibility
- Experience of the charitable sector

Please refer to the CIO Constitution for details of the appointment process and term of office.

Signed:

Name:

Date:

Date approved	7-6-21
Approved by	Board of Trustees
Review date	June 2023
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Prepared by	SN