## Huntington’s NSW ACT

August 2020

## Position Description: Board Chair

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| **Governance** | Provide leadership to Huntington’s NSW ACT |
| Ensure [in partnership with the Board] that the mission, goals and objectives of Huntington’s NSW ACT are being followed |
| Work with the CEO to ensure [in partnership with the Board] that Huntington’s NSW ACT develops in the appropriate direction |
| Work with the CEO to ensure [in partnership with the Board] that Huntington’s NSW ACT operates in an ethically, environmentally, and socially responsible fashion |
| **Planning** | Oversee [in partnership with the Board] the production of a Strategic Plan for Huntington’s NSW ACT |
| Oversee [in partnership with the Board] the regular development and review of the Strategic Plan |
| **Meetings** | Ensure that appropriate standing orders are in place |
| With the Secretary and the CEO, prepare the agenda in advance of the meeting |
| Chair Board meetings according to Standing Orders |
| Rule on issues of meetings procedure not covered in the Standing Orders |
| Report to the Annual General Meeting on the situation of Huntington’s NSW ACT |
| Chair General Meetings according to Standing Orders |
| **Administrative & Management** | Chair the Executive Committee between Board meetings (not currently operating) |
| Serve on Board sub-committees as required |
| Liaise with Board sub-committee chairs and report to the Board where appropriate |
| Ensure that appropriate recruitment policies and procedures are in place for CEO and other staff |
| Oversee the recruitment of the CEO |
| Ensure that appropriate personnel policies and procedures are in place for CEO and other staff |
| Oversee the annual performance review of the CEO |
| Oversee the succession of the CEO |
| Oversee the management of the business of the Board |
| Oversee the management of the recruitment, induction, and training of Board members [in partnership with the Board] |
| Oversee the management [in partnership with the Board] of the assessment, review and renewal of the Board |
| Oversee the management of Huntington’s NSW ACT’s grievance procedures |
| Ensure the harmony of Board deliberations |
| Manage [in partnership with the Board] the succession of the position of Chair |
| Serve as liaison with the CEO and, through them, to the staff |
| In consultation with the CEO, report to the Board on staff management issues  |
| In consultation with the CEO, draw up CEO succession policy |
| **Media** | Under Huntington’s NSW ACT’s Media Policy, serve as spokesperson for Huntington’s NSW ACT as appropriate |
| **Promotion** | Promote Huntington’s NSW ACT in the community as opportunities arise |
| Capability to advocate on behalf of the Board in pursuing its goals and objectives and related actions and issues, including industry issues, inquiries, submissions and funding opportunities. |
| **Negotiation** | Work with the CEO in negotiations with other organisations; report to the Board |
| **Legal** | Oversee staff to ensure that * all legal requirements are specified in the procedures manual
* the performance of all legal requirements is reported to the Board
* the performance of all legal requirements is fully documented.
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| Ensure that all legal requirements are met |
| **Finance** | With the Treasurer, oversee the CEO to ensure that Huntington’s NSW ACT’s financial control procedures are adequate and that risk management strategies are in place |
| **Other duties** | See duties listed in Position Description for Ordinary Board Members  |