



Chairman of Friends of Yeatman Hospital Role Description

Purpose of the Role

The role of the Chairman is to provide leadership ensuring that the Friends bring quantifiable benefits to the wellbeing of patients and Friends in the hospital and our wider community. The Chair ensures Trustees fulfil their duties and responsibilities for the proper governance of the Friends of the Yeatman Hospital, including sound financial accountability. In addition, the Chairman represents the charity and acts as a spokesperson.

Key responsibilities

1. To provide strategic leadership to ensure the Friends achieve the Charitable Objects set out in our Constitution
2. To work in partnership with the President, Trustees, Advisers, Staff and Committees to ensure that the Friends of the Yeatman Hospital (FOYH) has a clear forward vision and strategic plan which Trustees are focused on achieving
3. To ensure that the Trustees on the Executive Committee fulfil their duties and responsibilities for the proper governance of the charity
4. Involve and support the Vice Chairman in activities to ensure that they are knowledgeable and informed on strategic issues and key activities in the event that the Chair should wish to delegate or be unavailable to fulfil the role.

Duties and tasks to fulfil the key responsibility:

1. To provide strategic leadership to ensure the Friends achieve our Charitable Objects

To ensure that:

- Trustees govern and decisions are made in the interests of the charity and in accordance with the Charity Commission Governance Code
- Trustees consider and approve methods for objectively measuring the progress of FOYH in relation to its mission, strategic objectives, priorities, business plans and annual targets
- With the Hon Treasurer, that FOYH's financial dealings are systematically accounted for, audited and publicly available
- With the Hon Vice Chair and Strategy Committee that FOYH has a clear strategic plan suitable to its stage of development and charitable objects
- With the Hon Secretary that FOYH has a governance structure that is appropriate to a charity of its size and complexity

- The major risks to which the charity is exposed have been reviewed and systems have been established to mitigate these risks without the charity becoming totally risk averse
- With the Hon Treasurer to ensure that FOYH has a satisfactory system for holding in trust for the beneficiaries, monies, properties, and other assets and ensure that monies are invested to the maximum benefit of the charity, within the constraints of the law, taking account of ethical issues and other policies laid down by the charity

2. To work in partnership to ensure that the Friends of the Yeatman Hospital (FOYH) has a clear forward vision and strategic plan which the charity and Trustees are focused on achieving.

To ensure that:

- FOYH has a clear forward vision, mission, and strategic plan, and that there is a common understanding of these by the Trustees
- Chair the Strategy Committee to ensure that FOYH has a clear forward vision and strategic plan which Trustees are focused on achieving.
- In close consultation and in partnership with the Hon Vice Chair and Hon Media Comms Chair to agree respective roles in representing the charity and acting as spokesperson at public functions, public meetings and to the press/media., safeguarding the good name and values of the charity
- With the Hon Vice Chairman to ensure the Friends has a process to understand the external context, local and community issues, NHS/Hospital constraints
- With Hon Vice Chairman Trustee for Friendship and Media and Comms Chair to foster good relations with Friends and stakeholder groups
- To work closely with the Hon Secretary to ensure that the board has on it the skills it requires to govern the charity well, and that the board has access to relevant external professional advice and expertise

3. Trustees fulfil their duties and responsibilities for the proper governance of the charity.

To ensure that:

- Committee meetings are effectively chaired, decisions are made in the best, long term interests of the charity and Trustees take collective ownership of decisions.
- Trustees are able to regularly review major risks and associated opportunities, and satisfy themselves that systems are in place to take advantage of opportunities, and manage and mitigate risks
- The Executive Committee fulfils its duties to ensure sound financial health of the Friends, with systems in place to ensure financial accountability
- Decisions taken at meetings of committees are implemented
- Trustees regularly review the charity's governance structure and the Committees' performance
- The Annual General Meeting, other meetings and relevant conferences organized by the charity are effectively led

Personal experience, skills, and qualities

In addition to the qualities needed by all Trustees, the Chairman should also possess:

- Leadership skills and experience
- Experience of chairmanship or committee work
- Tact and diplomacy
- Confidence to represent the charity at external functions, meetings, and events
- Ability to use excellent written and verbal communication skills to act as a spokesperson for the Friends
- Impartiality, fairness, and the ability to respect confidences
- Time to perform the role effectively
- Good understanding of the Charity sector and Governance issues
- Understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>
- Application of the “Nolan Committee’s seven principles of public life”: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership <https://www.gov.uk/government/publications/the-7-principles-of-public-life>

Published by Governance Sub-Committee June 2020.

Reviewed by Recruitment Panel and Governance Sub-Comm January 2021