

Surrey Hills Arts Partnership Board

Chair of the Board

Role Profile

Introduction.

The Chair of the Board (the chair), is a key role in the leadership of Surrey Hills Arts (SHA).

To be effective, you need a good understanding of the role and its responsibilities so that SHA gains the maximum benefit from the work that you and the rest of the board do.

An effective chair:

- ensures that the board sets a clear vision, values, strategic direction and business plan for SHA
- ensures the board holds the Surrey Hills Executive to account for the effective delivery of the programme
- ensures board oversight
- ensures that all board members understand the role and responsibilities of the board

The key roles and responsibilities of the chair are:

Leading effective governance:

- Give the board a clear lead and direction, ensuring that members work as an effective team and understand their accountability and the part they play in the delivery of the programme of activity and strategic direction.
- Ensure board involvement is in line with the terms of reference.

Chairing of board meetings:

- Chairing 4 general meetings of the partnership board (quarterly), either face to face or online.
- To agree clear action points arising at meetings
- Ensure the SHA partnership board and the Surrey Hills Arts Executive Board works within its agreed Terms of Reference to make joint strategic decisions

Building the team:

- Attracting board members with the necessary skills and ensuring that tasks are delegated across the board so that all members contribute, and feel that their individual skills, knowledge and experience are well used, and that the overall workload is shared.
- Lead and mentor other board members, where appropriate, to fulfil their responsibilities and enable access to information to enhance the overall contribution of the board;

Relationship with the lead organisations (Surrey Hills/ Surrey Arts):

- Being a critical friend by offering support, challenge and encouragement, holding the programme manager and senior colleagues to account; *a good comparison is with the role of the chair of a board of trustees who works with the chief executive of an organisation but does not run day-to-day operations.*

Improving the partnership:

- Ensuring improvement is the focus of all policy and strategy and that board scrutiny, monitoring and challenge reflect improvement priorities.
- Working with the partnerships board to agree and implement effective means of engagement with existing and potential partners.

Leading the business:

- Ensuring that funding requirements are met, that SHA provides value for money in its use of resources and that board business is conducted efficiently and effectively.
- Acts as an ambassador for SHA partnership externally, promoting its benefits and advocating for the work.

Other Responsibilities:

- Attending key meetings in addition to board meetings as required including board meetings with the Surrey Hills National Landscape board
- Liaising with the programme manager and key partners as required between meetings

The Chair of the Board

The chair role will run for a term of 3 years.

The Independent Chair must declare all conflicts of interest in relation to any partners at each meeting.

In the event that the chair is indisposed or unavailable to lead a meeting, the board will nominate a vice chair who will deputise when they are absent.

Remuneration for travel expenses will be available.