

## Role description for Chair of the Mountsorrel Memorial Centre C.I.C.

<b>Role Title</b>	Mountsorrel Memorial Centre C.I.C. Chair
<b>Who they are responsible to</b>	The Board of Directors
<b>Who they are responsible for</b>	Support of the Mountsorrel Memorial Centre (MMC) Manager
<b>Purpose of the role</b>	<p>Provide visionary leadership and direction to the Board of Directors and enable the Board to fulfil its responsibilities for the overall governance and strategic direction of the organisation.</p> <p>Ensures that the organisation complies with its governing document, company law and other relevant legislation / regulations.</p> <p>Work in partnership with the MMC Manager and support the employees, helping them achieve the aims of the organisation; and to optimise the relationship between the Board of Directors and the staff.</p> <p>Facilitate the Board of Directors in excellent, well-rounded and carefully considered strategic decision-making.</p>
<b>Main duties and tasks</b>	<ul style="list-style-type: none"> <li>• Contributing actively to the Board of the C.I.C, ensuring that the organisation pursues its stated purpose, as defined in its governing document, by developing and agreeing a long-term strategy</li> <li>• Ensuring that the organisation complies with its governing document i.e. its constitution, company law and any other relevant legislation or regulations</li> <li>• Ensuring that the organisation applies its resources in pursuance of its vision and mission</li> <li>• Ensuring that the organisation defines its goals and evaluates performance against agreed targets</li> <li>• Safeguarding the good name and values of the organisation</li> <li>• Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place</li> <li>• Ensuring the financial stability of the organisation</li> <li>• Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the MMC Manager</li> </ul>

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- Supporting and supervising the MMC Manager as they act as a channel of communication between Board and MMC staff
- Acting as a figurehead for the organisation (e.g. representing it at functions, meetings or in the press)
- Actively networking to support the MMC and its work in an ambassadorial role
- Leading on the development of the Board, including recruitment of new Directors, and ensuring its decisions are implemented
- Taking appropriate action (but not decision making unless authorised) between Board meetings when it is not possible or practical to hold a meeting
- Keep informed about wider issues and policies that might affect the organisation's work
- Attending and contributing to Board meetings, sub-committees, etc.

In addition to the above duties, each Director should use any specific skills, knowledge or experience they have to help the Board reach sound decisions.

This may involve scrutinising Board papers, leading discussion, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the Director has expertise.

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### Person specification

Requirement	Essential	Desirable
<b>Skills, knowledge, understanding &amp; experience</b>	<ul style="list-style-type: none"> <li>• A commitment to the organisation's aims and objectives</li> <li>• A willingness to devote the necessary time and effort</li> <li>• Strategic vision</li> <li>• An ability to work effectively as a member of a team</li> <li>• Leadership and governance skills</li> <li>• Community engagement / links</li> <li>• Communication and presentation skills</li> <li>• Fundraising skills and experience</li> <li>• Experience of chairing effective meetings</li> <li>• Stakeholder engagement skills and experience</li> <li>• A commitment to equal opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of social enterprise</li> <li>• Event management experience i.e. theatre and / or hospitality</li> <li>• Publicity and PR experience</li> <li>• Business acumen</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Good, independent judgement</li> <li>• An ability to think creatively</li> <li>• Tact and diplomacy</li> <li>• Willingness to challenge and constructively criticise</li> </ul>	

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<b>Other requirements</b>	<ul style="list-style-type: none"><li>• An understanding and acceptance of the legal duties, responsibilities and liabilities of being a Director and chairing a non-executive Board</li><li>• A commitment to Nolan's seven principles of public life: - selflessness, integrity, objectivity, accountability, openness, honesty and leadership</li></ul>	

The position of Chair is voluntary, and therefore unremunerated, however travel and other reasonable expenses directly incurred in the role of Chair may be reimbursed, if pre-agreed by the Directors.

The position of Chair must not be held by a Mountsorrel Parish Councillor.