



Chair: Pinn Medical Centre Patients' Association

Remuneration:	The role of Chair is not accompanied by any financial remuneration, although expenses for travel may be claimed
Location:	Pinn Medical Centre, 37 Love Lane, Pinner. HA5 3EE
Time commitment:	Minimum requirement to attend 4 Board meetings per year including an AGM. The Chair is also expected to have regular meetings with the Senior Partner or designated member of staff of the PMC as well represent the charity at various events and meetings with key stakeholders. In addition to chairing the main Board meetings, the Chair has the option to attend any meetings involving sub-committees.
Reporting to	Board of Trustees

Job Description

Objective

The Chair will hold the Board to account for the Charity's mission and vision, providing inclusive leadership to the Board of Trustees, ensuring that each Trustee fulfils their duties and responsibilities for the effective governance of the charity. The Chair will also support, and, where appropriate, challenge the Partners of the PMC on patient concerns relating to non-clinical matters. The Chair will ensure that the Board functions as a unit and works closely with the entire Membership of the charity to achieve agreed objectives. He or she will act as an ambassador and the public face of the charity in partnership with the other Trustees.

Principal responsibilities

Strategic leadership

- Provide leadership to the charity and its Board, ensuring that the charity has maximum impact for its beneficiaries
- Ensure that Trustees fulfil their duties and responsibilities for the effective governance of the charity
- Ensure that the Board operates within its charitable objectives, and provides a clear strategic direction for the charity
- Ensure that the Board is able to regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate the risks
- Ensure that the Board fulfils its duties to ensure sound financial health of the charity, with systems in place to ensure financial accountability and stability.

Governance

- Ensure that the governance arrangements are working in the most effective way for the charity
- Develop the knowledge and capability of the Board of Trustees
- Encourage positive change where appropriate. Address and resolve any conflicts within the Board

- Ensure that the Board of Trustees is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively, and which also reflects the wider patient population
- Work within any agreed policies adopted by the charity

External Relations

- Act as an ambassador for the objects of the charity
- Maintain close relationships with key members of the PMC
- Act as a spokesperson for the charity when appropriate
- Represent the charity at external functions, meetings and events
- Facilitate change and address any potential conflict with stakeholders

Efficiency and effectiveness

- Chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision making process
- Ensure that Trustees are fully engaged and that decisions are taken in the best, long-term interests of the charity and that the Board takes collective ownership
- Foster, maintain and ensure that constructive relationships exist with and between the Trustees
- Work closely with the Partners of the PMC to give direction to Board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of Trustees
- Monitor that decisions taken at meetings are implemented.

Relationship with the Senior Partner and the wider management team of the PMC

- Establish and build a strong, effective and a constructive working relationship with the Senior Partner and/or designated member of staff, ensuring that any agreed strategic objectives are achieved.
- Support the Senior Partner and/or designated member of staff, whilst respecting the boundaries which exist between the two roles (Chair/Senior Partner)
- Ensure regular contact with the Senior Partner and/or designated member of staff and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges
- Liaise with the Senior Partner and/or designated member of staff to maintain an overview of the charity's affairs, providing support as necessary

Additional information

The Vice-Chair acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair.

The above list is indicative only and not exhaustive. The Chair will be expected to perform all such additional duties as are reasonably commensurate with the role.