

## **THE ROLE OF THE CHAIR**

Members of the Board elect the Chair of Blackwood (who must be an elected Board member). The Chair will be appointed on an annual basis at the next scheduled Board Meeting held after each annual general meeting (AGM).

The Chair is responsible for the leadership of the Board and ensuring its effectiveness in all aspects of the Board's role and to ensure that the Board properly discharges its responsibilities as required by law, the Rules and the standing orders of Blackwood. The Chair will be delegated such powers as is required to allow him/her to properly discharge the responsibilities of the office.

The Chair has additional responsibilities to that of a Board member which are as follows:

1. Leading the Board and Committees constructively, providing direction and managing meetings effectively
2. Developing and maintaining a constructive and positive working relationship between the Chair and Chief Executive and between Committee Chairs and senior staff
3. Undertaking the Chief Executive appraisal with the Vice Chair
4. With the support of the Vice Chair, undertaking annual appraisals of all Board Members
5. Upholding the Code of Conduct and promoting good governance; ensuring that any breaches are investigated appropriately
6. Ensuring that Blackwood's business is conducted effectively between meetings and that emergency decisions are taken appropriately when required
7. Ensuring that the Board has access to the range of skills, knowledge and experience necessary for the achievement of Blackwood's aims and objectives and for the fulfilment of the Board's responsibilities
8. Ensuring that the Board has access to the necessary advice, information and support to fulfil its responsibilities and that, where appropriate, external and/or specialist advice is sought
9. Providing support to new and experienced Board members by promoting access to relevant induction, training and development opportunities
10. Being an ambassador and representing Blackwood at external events

Blackwood's Scheme of Delegation outlines in more detail the specific responsibilities of the Chair & Vice Chair.