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## CQI Board of Trustees Chair: Role Description

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This Role Description should be read in conjunction with the:

- CQI Royal Charter
- CQI Board of Trustees – Terms of Reference
- CQI Trustee – Role Description
- CQI Trustee – Code of Conduct

### 1 Main tasks

- To lead the Board in ensuring that it fulfils its responsibilities including the governance of the CQI by ensuring that the organisation acts in accordance with its constitution and by managing its activities.
- To work in partnership with the chief executive helping him/her to achieve the mission of the CQI.
- To optimise the relationship between the Board, staff and volunteers.
- With the chief executive, to take a leadership role in promoting the CQI, representing the organisation effectively to external stakeholders.
- To ensure that the Advisory Council is consulted on key policy and strategic issues.
- To ensure on behalf of the Board that the CQI complies with all applicable health and safety legislation.

### 2 In more detail

#### 2.1 Board members

- In close consultation with the chief executive, to make recommendations on the composition of the Board, and future chairs and officers of the Board (with a view to succession).
- To ensure that the Board regularly reviews its structure, role, relationship to staff and implements agreed changes as necessary.
- To define and keep under review selection and performance criteria for Board members.
- With the chief executive, to ensure that all Board members receive appropriate advice, training and information relating to their role.
- In consultation with the chief executive to co-opt Board members with specific/relevant expertise.
- To relate the concerns of the Board and other constituencies to the chief executive.
- To support Trustees in reviewing their and the Board's performance.

## **2.2 Meetings**

- With the chief executive, to develop appropriate and relevant agendas for meetings, ensuring all matters requiring Board review are discussed.
- To chair meetings of the Board, ensuring that it functions effectively and carries out its duties.
- To monitor the implementation of decisions taken at meetings.
- To ensure that, where necessary, votes of the Board are conducted properly and that decisions are formally minuted and, if necessary, followed up at subsequent meetings.
- To chair the Annual General Meeting and ensure that a proper representation of the CQI's activities is provided to members.

## **2.3 Management of staff**

- To agree and monitor an appraisal and personal development process for the chief executive.
- To support, monitor and review the work of the chief executive.
- To ensure that the CQI has appropriate procedures, e.g.:
  - To receive regular informal progress reports of the organisation's work through the chief executive.
  - In consultation with the chief executive, to agree an annual calendar of meetings of the Board members and major events for the organisation.
- Through the chief executive, to ensure effective communication between the Board, the staff and, in particular, the senior managers.

## **2.4 Promotion of the organisation**

- To promote the CQI to a wide audience of stakeholders.
- To represent the CQI to external audiences as appropriate.

**End**