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## **CQI Chief Executive Officer: Job Description**

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### **1 Main responsibilities**

- Work with the Chair to ensure that the Board formulate and regularly review the CQI's mission and strategic plan, and ensure it is able to monitor annual plans and targets.
- Lead the implementation of the strategic plan as agreed by the Board.
- Be responsible for the appointment, remuneration, leadership and development of staff.
- Be responsible for the management and administration of the CQI in the execution of the Board's decisions.
- Take a leadership role in promoting the CQI, representing the organisation effectively to external stakeholders, and overseeing the CQI's brand, image, and policy development.
- Work with the Chair to ensure that the Board receives appropriate advice and information on all relevant matters and enable it to fulfil its governance responsibilities.
- Ensure the CQI complies with appropriate health and safety legislation and has an effective risk management system.

### **2 Tasks**

#### **2.1 Working with the Board**

- Ensure appropriate presentation and reporting on the progress of the CQI and on all matters relevant to the discharge of its responsibilities.
- As agreed with the Chair, develop policy proposals for Board discussion and decision.
- Support the chair in ensuring the continued engagement/involvement of all members of the Board.
- As appropriate, monitor and advise on the composition of the board, its committees, and the process of Board appraisal and development.
- Ensure an annual calendar of meetings of the Board and its principal sub-committees is in place.
- Present an annual operating plan and budget for approval by the board.
- To reflect to the board any concerns staff have in regard to the role of the board, its sub-committees or members.
- To attend and contribute to Board meetings.

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**2.2 Leading and managing the organisation**

- Ensure that a long term strategy is in place which can guide the CQI in achieving objectives.
- Enable the CQI to articulate its corporate philosophy and value base; ensure that these are consistently applied across the organisation.
- Be responsible to the Board members for the overall financial health of the CQI; ensure that expenditure is controlled in line with budgets as approved by the Board.
- Ensure the CQI discharges its constitutional and legal obligations.
- Provide leadership to the senior management team, and keep under review and appraise the work of staff reporting directly to the Chief Executive Officer.
- Ensure that the CQI has the resources (human, material and financial) to operate as effectively as possible.
- Establish and maintain an HR system which ensures leadership and maximises the potential of staff and is in keeping with the mission and values of the organisation.

**2.3 Promotion and representation of the organisation**

- Maintain effective networks with all principal supporters and stakeholders.
- Seek opportunities to expand and promote the role of the CQI.
- Ensure the CQI is presented in an appropriate and professional manner to its stakeholders, both directly and through the media.

The above list of duties is indicative only and not exhaustive. The Chief Executive Officer is expected to carry out all such additional duties as are reasonably commensurate with the role.

**End**