

# Chair of the Board

## **Background**

Ten years ago, Medact embarked on a renewed mission to harness the potential of the health community to bring about progressive social change and health justice. Since then, we have grown from strength to strength, punching above our weight on some of the most important social and environmental issues of our time.

As Trustees we are looking to fill the position of Chair of our Board. Our Chair will support the Executive Director and staff to help build on our achievements and realise Medact's vision. They will work with their fellow Trustees to make up a strong and effective Board governing the Charity.

We see our Chair as having the ability to advocate on behalf of Medact's work as well as helping to build the membership and public image of the organisation. They will bring with them strong relationships within the health community and broader social justice movement.

## **Main responsibilities**

1. *Lead the Board in working with the Executive Director to maintain vision, purpose, strategic direction, goals and values of Medact*
2. *Manage the Board, including Trustee recruitment, ensuring that Trustees comply with their duties, that the Board performs effectively and the Charity is well-governed.*
3. *Line-manage the Executive Director, including supporting them in their professional development*
4. *Support the Executive Director in developing organisational strategy*
5. *Maintain proper fiscal oversight of the organisation alongside the Treasurer and Executive Director*
6. *Establish and monitor adherence to organisational policies*
7. *Ensure compliance with governing documents*
8. *Ensure compliance with charity law and other legal requirements*
9. *Ensure board reports, papers and record of meetings are maintained*
10. *Chair board meetings and facilitate board communications, and chair our AGM*

## **Essential criteria**

- *Has a health worker or wider health community background with relationships and networks that position them well to fulfil an ambassadorial role for Medact*
- *Is committed to Medact's vision, purpose and culture and its way of working, and able to communicate this enthusiasm to others*
- *Can demonstrate facilitation, advocacy and mediation skills*
- *Has the skills and capacity to line manage the Executive Director, including organisational management and supporting the Executive Director's continued professional development*
- *Understands and accepts the legal duties, liabilities and responsibilities of Trustees, and the difference between governance functions and management functions*
- *Has a high level of integrity and sound judgement*
- *Is able and willing to devote the necessary time to the role*
- *Is a member of Medact (or prepared to join Medact)*

### **Desirable criteria**

- *Is experienced in governance/strategic leadership of a charity or NGO*
- *Has lived experience of being part of one of the communities Medact's work seeks to support*
- *Has strong strategic awareness of the campaigning world and the health community's role in it, either in a grassroots or NGO setting.*
- *Is a good communicator with public speaking, writing and interpersonal skills, able to empower and challenge supportively, and work with and motivate a diverse team of Trustees*
- *Experience in successfully raising funds from major donors*

### **Term of office**

The Chair's term is two years, following which the Trustees may re-elect the Chair for a further one or two term(s). If the Chair is co-opted as a Trustee, they are 'Chair designate' until formally elected at the next AGM.

### **Time requirement**

The role will require a time commitment of around 2 days per month, on average, with more time required in some months than others.

This will include planned quarterly board meetings of approximately 2-4 hours, normally held online but from time to time in London with facilities for joining remotely, as well as occasional events and the Medact AGM. The Chair must be available to support the Executive Director and fellow Trustees between Board meetings, including taking responsibility to deal with issues which arise, and regular one-to-one meetings with the Executive Director.

Finally, we would require that the Chair be able to put some time into promoting Medact to funders, health institutions and other networks and organisers. This may not require substantial additional time, as it may be something the Chair could integrate into existing relationships and communications.

### **Remuneration**

Medact is a charitable, not-for-profit organisation. Trustee and chair roles are not remunerated. However, if finances are a barrier to participation, we would like to discuss how we can overcome that. Reasonable expenses for travel can be paid for those not living in London.

### **Principles**

Medact is absolutely committed to providing equal opportunities for everyone regardless of their background. We value diversity and lived experience, and acknowledge the under-representation of people from certain backgrounds both within the health community and wider campaigning movements. We are determined to correct this and particularly encourage applications from Black, Asian and minority ethnic people; people with disabilities (including mental illness); people from the LGBT+ community; and people who identify as working class (or have done in the past). Any potential conflicts of interest should be declared for review by the Board.