



# Role Description

for the

## Chair of the Trustee Board

Adopted by the Trustee Board  
July 2015

### Overview

The role of Chair of Trustees is to lead the Trustee Board to ensure the effective performance of its governance responsibilities and ensure effective relationships between the Trustees, volunteers and/or staff, Members and stakeholders of the HBA.

This role description is to be read in conjunction with and is in addition to the generic role description for HBA Trustees.

### Duties and responsibilities:

1. To chair General Meetings of the Association and meetings of the Trustee Board.
2. To manage other Trustee Board members and post holders, and their ad-hoc responsibilities.
3. To oversee the Executive Coordination Group which is responsible for the day-to-day running of the Association.
4. To work with the Secretary to ensure that the agenda and papers/reports for Trustee Board meetings are prepared in an appropriate format as requested by the Board.
5. To prepare the Annual Report and review in conjunction with the Secretary and Treasurer.
6. To facilitate the active sharing of information amongst the Trustees, especially that relevant to any issue or project under debate or consideration.

### Limits to authority:

The post holder may not, without the consent of the Trustee Board, enter into any agreement or contract with any person, organisation or company. The post holder may not order any goods or services outside of a budget approved by the Trustee Board without the express consent of the Vice Chair and the Treasurer.

The post holder may, with the prior approval of the Trustee Board, appoint volunteers to aid them in the fulfilment of the post.

### Reporting structure:

The post holder is directly responsible to the Trustees of the Charity, and collectively responsible, along with the other Trustees, to the membership for the overall governance, management and administration of the Association.

### Provision of materials:

The post holder will be furnished with reasonable material required to carry out their role. This equipment remains the property of the Association and must be returned to the Trustee Board in good condition on conclusion of their term of office.

**HBA - supporting Hospital Broadcasting in the UK**

For more information see [www.hbauk.com](http://www.hbauk.com), e-mail [info@hbauk.com](mailto:info@hbauk.com), or call 0300 121 0500.

HBA is the trading name of the National Association of Hospital Broadcasting Organisations.  
Registered in England and Wales as a company limited by guarantee (No. 2750147) and a charity (No. 1015501).  
Registered Office: Avebury House, St Peter Street, Winchester, SO23 8BN

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### **Out of pocket expenses:**

The post holder will be reimbursed for reasonable “out of pocket” expenses incurred in the fulfilment of the requirements of the post. These include postage costs, telephone calls, travel costs (including Trustee Board meetings). Application may be made to the Treasurer in advance of any exceptional expenditure that may be needed.

### **Recognition of effort:**

HBA appreciates that everyone involved in hospital broadcasting does so as a volunteer and without reward. Whilst it recognises this and appreciates the free time and commitment individuals give to support the work of the Association, it must consider the overall needs and objectives both of the Association and its members. It is therefore expected that anyone holding office in the Association will give the time required to carry out their duties in a professional and businesslike manner, and that they will conduct themselves in a proper and fit manner at all times when representing the Association.

### **Normal term of office:**

3 years from election.

### **Personal specification:**

Whilst it is appreciated that anyone is eligible to stand for election to the post, it is appropriate that they should have the skills/time needed to fulfil the requirements of the post. The following is a guide to the level of expertise that would help ensure this is the case:

#### **Essential**

- A team player, but able to work on their own without direct support.
- The ability to think and plan strategically.
- The time available to fulfil the requirements of the post.
- Committed to hospital broadcasting at a national level.
- Committed to the provision of effective services to member stations.
- Willing to allow the publication of a telephone number, enabling members and colleagues direct contact.
- A minimum of 3 years' involvement in hospital broadcasting and a knowledge of, and commitment to, the work of the Association.
- Good interpersonal skills.
- Management experience.
- Contactable during normal office hours in an emergency.
- Experience in working with volunteers.
- The ability to be impartial.
- Availability to attend meetings and other functions during normal office hours.
- Excellent written and verbal communication skills.
- Access to extensive professional and/or personal networks.
- The ability to portray the image of the Association in a professional manner.
- Pro-activity in the accomplishment of tasks.
- Highly motivated.

#### **Desirable**

- Reasonably computer literate (word processing, e-mail etc).
- Management experience at a senior level.
- Good degree of business acumen.
- Good analytical skills.
- Experience in management of meetings.
- The ability to travel.
- Appreciation of the requirements of charity and company legislation.