

Chairperson Role Description & Person Specification

Remuneration:	The role of Chair is not accompanied by any financial remuneration although reasonable expenses, related to your duties will be paid.
Location:	MHScot's registered business address is at The Melting Pot, Thorn House, 5 Rose Street, Edinburgh, EH2 2PR. Although we have no office location, we do have hot desk space at the registered business address.
Time Commitment:	Board meetings are held every 2 months in Edinburgh. Currently at 6pm at Akva in Fountainbridge.
Reporting to:	Board of Directors

Job Description

Objective

The Chair will hold the Board to account for the Social Enterprise's mission and vision, providing inclusive leadership to the Board of Directors, ensuring that each Board member fulfils their duties and responsibilities for the effective governance of the Social enterprise. The Chair will also support, and, where appropriate, challenge the team and ensure that the Board functions as a unit and works closely with the entire company to achieve agreed objectives. He or she will act as an ambassador and the public face of the leading membership organisation in Social Enterprise sector in partnership with the Founding Director.

Principal responsibilities

Strategic leadership

- Provide leadership to the Social Enterprise and its Board, ensuring that the community interest company has maximum impact for its beneficiaries
- Ensure that Board members fulfil their duties and responsibilities for the effective governance of the CIC (Community Interest Company)
- Ensure that the Board operates within its objectives, and provides a clear strategic direction for the organisation
- Ensure that the Board can regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate the risks
- Ensure that the Board fulfils its duties to ensure sound financial health of the CIC, with systems in place to ensure financial accountability

Governance

- Ensure that the governance arrangements are working in the most effective way for the CIC

- Develop the knowledge and capability of the Board of Directors
- Encourage positive change where appropriate address and resolve any conflicts within the Board
- Appraise the performance of the Directors on an annual basis
- Ensure that the Board of Directors is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the CIC effectively, and which also reflects the wider population
- Work within any agreed policies adopted by the CIC

External Relations

- Act as an ambassador for the Social Enterprise Sector and MHScot Workplace Wellbeing CIC
- Maintain close relationships with key members of the Social Enterprise Sector/Government and with key influences
- Act as a spokesperson for the organisation when appropriate
- Represent the organisation at external functions, meetings and events
- Facilitate change and address any potential conflict with external stakeholders

Efficiency and effectiveness

- Chair meetings of the Board effectively and efficiently, bringing impartiality and objectivity to the decision-making process
- Ensure that the Board Directors are fully engaged and that decisions are taken in the best, long-term interests of the organisation and that the Board takes collective ownership
- Foster, maintain and ensure that constructive relationships exist with and between the Directors
- Work closely with the Founding Director to give direction to Board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of Board directors.
- Monitor that decisions taken at meetings are implemented.

Relationship with the Founding Director and the wider management team

- Establish and build a strong, effective and a constructive working relationship with the Founding Director, ensuring s/he is held to account for achieving agreed strategic objectives
- Support the Founding Director, whilst respecting the boundaries which exist between the two roles
- Ensure regular contact with the Founding Director and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges
- Liaise with the Founding Director to maintain an overview of the company's affairs, providing support as necessary
- Ensure that the Founding Director has the opportunity for professional development and has appropriate external professional support

Additional information

- The above list is indicative only and not exhaustive. The Chair will be expected to perform all such additional duties as are reasonably commensurate with the role.

Chair – MHScot Workplace Wellbeing CIC

Person Specification

In addition to the qualities required of a director of the company, the Chair must also meet the following requirements: -

Personal Qualities

- Demonstrate a strong and visible passion and commitment to the company, its strategic objectives and cause
- Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Strong networking capabilities that can be utilised for the benefit of the company
- Ability to foster and promote a collaborative team environment
- Ability to commit time to conduct the role well, including travel and attending events out of office hours

Experience

- Experience of operating at a senior strategic leadership level within an organisation
- Successful track record of achievement through their career
- Experience of company governance and working with or as part of a Board of directors
- Experience of external representation, delivering presentations and managing stakeholders
- Experience of chairing meetings and/or events

Knowledge and skills

- Broad knowledge and understanding of the Social Enterprise Sector and current issues affecting it
- Strong leadership skills, ability to motivate staff/Board and volunteers and bring people together
- Financial management expertise and a broad understanding of company finance
- Good understanding of Company Governance

Terms

The Company's articles do not at present stipulate minimum or maximums terms for serving on the board.

OUR MISSION STATEMENT

MHScot's mission is to help employers and employees achieve a valued and productive workforce by implementing a culture of care, increasing skills and achieving the outlook required to deal with the pressures and stresses of the modern workplace and beyond.

We strongly believe that a healthy mind is the most important factor in creating a healthy workplace. Our focus on learning and development, education and supporting culture change will help everyone (including volunteers etc.) achieve this and much more.