

Role Description for Chair of Atrium Initiatives

1. Introduction

- 1.1 This role description sets out the particular duties and responsibilities that attach to the Chair of Atrium Initiatives (Initiatives). The responsibilities described here are additional to those set out in the Governing Body Members' (GBM) role description. It should be considered alongside the Articles of Association and Standing Orders.
- 1.2 This role description will be used to support the annual review of the Governing Body's effectiveness. It will be used to appoint the Chair after each AGM.
- 1.3 In the event that the Chair is unable to fulfil their responsibilities, the Vice Chair will carry out the duties of the Chair.
- 1.4 As set out in the Standing Orders, the Chair of Initiatives may not also serve at the same time, as the Chair of Atrium Homes.
- 1.5 The Chair will be appointed by the Governing Body of Atrium Homes at their discretion and can be removed at any time at their discretion.

2. Key Responsibilities

- 2.1 The Chair must act, and be seen to act, at all times on behalf of Initiatives' Governing Body. The Chair's key responsibilities are:
 - To lead Initiatives' Governing Body constructively, provide direction and manage meetings effectively
 - To develop and maintain a constructive and positive working relationship with the Chair and Chief Executive and senior staff
 - To uphold Initiatives' Code of Conduct and promote good governance
 - To ensure that Initiatives' business is conducted effectively between meetings and that emergency decisions are taken appropriately when required

3. Leadership and Direction

- 3.1 The Chair is expected to:
 - Represent Initiatives positively and effectively and at all times, be a good ambassador for the organisation
 - Set the style and tone of Governing Body or sub-committee meetings to ensure effective and participative decision making
 - Promote and uphold the Code of Conduct for Initiatives' Governing Body
 - Ensure that the necessary arrangements are in place to enable Initiatives to honour its obligations, achieve its objectives and meet agreed targets
 - Demonstrate and support the principles of good governance at all times
 - Ensure that the Governing Body has access to the range of skills, knowledge and experience necessary for the achievement of Initiatives' aims and objectives and for the fulfilment of the Governing Body's responsibilities
 - Ensure that the Governing Body has access to the necessary advice, information and support to fulfil its responsibilities and that, where appropriate, external and/or specialist advice is sought

- Provide support to new and experienced Governing Body Members by promoting access to relevant induction, training and development opportunities

4. Working with the Chief Executive

4.1 The Chair should:

- Establish a constructive relationship with the Chief Executive and ensure that their respective roles of leading and managing are recognised and promoted effectively.
- Ensure that the conduct of Initiatives' business continues effectively between meetings of the Governing Body and act under delegated or emergency authority when necessary

5. Promoting Good Governance

5.1 The Chair is required to:

- Promote and demonstrate the highest standards of ethical conduct and integrity
- Initiate any investigation under the terms of Initiatives' Code of Conduct
- Chair all Governing Body meetings of Initiatives, in accordance with Standing Orders
- Ensure that all Governing Body members have access to appropriate information and have an opportunity to contribute to discussion and consideration of all matters requiring their attention
- Manage meetings effectively to ensure that there is sufficient time for the consideration of all relevant issues; for performance to be monitored effectively and for risk to be assessed realistically
- Ensure that all delegated authorities are monitored and reporting arrangements are implemented effectively
- Attend meetings of the Governing Body of Atrium Homes to report on the activities of Initiatives

6. Conduct of Business

6.1 The Chair is expected to:

- Ensure that Initiatives' business is efficiently and accountably conducted between Governing Body meetings
- Sign cheques and documents requiring the Governing Body or the Chair's authorisation, in accordance with Initiatives' standing orders
- Take decisions on behalf of the organisation in the event of emergencies that occur outside the regular meeting cycle and report these back to the Governing Body for ratification
- Ensure that the skills, knowledge and support available to the Governing Body are kept under periodic review

7. Monitoring and Review

- 7.1 This role description was approved by the Governing Body on XX. It will be reviewed not later than XX.