



Role description for the Chair of the Board of Directors

Purpose of role

To be responsible for the effective performance and development of the Board and of the Chief Executive.

Main duties

To chair Board meetings;
To line manage the Chief Executive;
To hear any staff disciplinary appeals;

Main activities

1 Chairing Board meetings

To facilitate the meetings of the Board, ensuring that it functions effectively
To approve the minutes of meetings, ensuring that all decisions and actions are accurately recorded.

2 To line manage the Chief Executive

To provide support for the Chief Executive as required;
To carry out annual and half-yearly appraisals of the Chief Executive;
To attend and chair meetings of the Remuneration Committee (up to two per annum).

Term of office

Two terms of three years each, renewable without re-appointment up to a maximum of six years, and then subject to competitive appointment every three years.

Time commitment

Attendance at up to six half day Board meetings per annum, up to two of which will be Council meetings and one of which will be a 24 hour 'Away Day'. The Board normally meets in January, March, May, July, September, and December.
Attendance at the AGM.

Attendance at meetings of the Remuneration Committee.

Attendance as required at any staff disciplinary appeals or appointment panels for senior staff appointments.

Regular face to face or telephone meetings with the Chief Executive.

Total time commitment is expected to be a minimum of two days per month other than August (approximately 22 days per annum).

Eligibility

Any optometrist or dispensing optician who meets the criteria may apply, with the caveat that the Chair may not also be the Treasurer or Vice President

Person specification**Experience****Essential**

experience of chairing meetings
experience of line managing staff

Desirable

experience of carrying out performance review/appraisal
experience of developing an organisation
experience of participation in disciplinary and grievance procedures
knowledge or familiarity with the work of the Optometry Wales and Welsh Government

Skills and Knowledge**Essential**

knowledge of the basic principles of good governance
an understanding of strategic and business planning
well developed leadership skills
excellent communication skills
a good facilitator
able to analyse and summarise main issues

Desirable

financially literate
some experience of conflict resolution

Personal Attributes

This role requires a person with a collaborative approach, integrity, objectivity, gravitas and credibility, a calm but authoritative manner, tactful and with the ability to work closely with other Board Directors and with the Chief Executive.

Values

Our values underpin everything we do. They set out what we expect of everyone who is involved with Optometry Wales. No one section is more important than the other. OW Council will review these Values every year.

Values – defining who we are and how we deliver

Customer focus

- We provide high-quality services to LOCs/ROCs, stakeholders and colleagues
- We put the needs of LOCs/ROCs first, so that they in turn can put the needs of contractors and performers, patients, and the public first
- We work actively with others for the benefit of all
- We encourage and act upon feedback from LOCs/ROCs

Respect

- We respect other people and demonstrate this in all our dealings internally and externally
- We speak positively and supportively about LOCs/ROCs, team members and stakeholders
- We listen to each other's points of view
- We show respect for and value all individuals irrespective of their diverse backgrounds, experience, styles, approaches and ideas

Integrity, honesty and responsibility

- We are honest, fair, open and transparent in everything we do
- We are consistent in our actions, values, methods, measures, principles and expectations
- We accept responsibility for our own actions and results

Professionalism

- We encourage each other to fulfil their potential
- We are positive and outward-looking in all that we do
- We value and protect the optical sector's reputation and heritage but are not hidebound by the past
- We show pride in who we are and what we do
- We recognise and learn from our mistakes

Efficiency and continuous improvement

- We use fair, open and transparent governance, management and administration processes
- We recognise that the funds we spend are levied from the LOCs/ROCs we support and continually pursue efficiencies
- We look forward and embrace new ideas and change
- We are committed to our own development as a support organisation and valued partner with others to achieve our aims