

## **ROLE DESCRIPTION – CHAIR OF DERBY HOMES**

1. To provide leadership for the Board and for Derby Homes.
2. To ensure the efficient and proper conduct of the Board's business.
3. To ensure that all members are given the opportunity to express their views before any important decision is taken but at the same time to ensure that only those who are eligible to speak (e.g. those without a conflict of interest) are invited to do so.
4. To establish a constructive working relationship with the Executive Team and attend meetings with them on a regular basis.
5. To chair the Derby Homes Joint Consultative Committee.
6. To ensure that the Board delegates sufficient authority to any committees and officers it may establish to enable the business of Derby Homes to be carried on effectively between meetings of the Board and also to ensure that the Board monitors the use of these delegated powers.
7. To invite members of staff to comment as appropriate and ensure that the Board receives professional advice when it is needed.
8. To ensure that the Board complies with Derby Homes Governance Arrangements.
9. To represent Derby Homes at public occasions, and on outside bodies.
10. To make comments on behalf of Derby Homes to the press and other media.
11. To take decisions (if any) delegated to the Chair with the advice of the Managing Director.
12. To ensure when a vacancy arises that the Managing Director is replaced in a timely and orderly fashion.
13. To agree with the Managing Director the agenda for all the Board's meetings.
14. To determine at Board meetings whether any late items will be accepted onto the agenda.
15. Where new members or observers are present or in attendance to invite members and staff to introduce themselves.
16. To satisfy him/herself that the minutes of the Board's meetings are an accurate and complete record and if so satisfied, to sign the same.
17. To satisfy him/herself that every meeting of the Board has been properly convened by notice and properly constituted by the attendance of a quorum.
18. To guide the meeting through the items on the agenda in the order they appear (unless modified with the agreement of the meeting).
19. To give immediate rulings on complaints or queries relating to the procedure and conduct of the meeting, the Chair's ruling being final.
20. At the end of each item on the agenda, to ascertain the 'sense of the meeting' and sum up the general agreement of the members on a particular conclusion.

21. To ensure that questions from members of the public are dealt with in the manner provided in the Governance Arrangements.
22. To adjourn any meeting of the Board or committee for the purposes of restoring order or where required to do so by a majority of members.
23. To take action on disciplinary and other personnel matters concerning the Managing Director in accordance with Derby Homes personnel procedures and in consultation with the Chief Executive of the City Council.
24. To take the lead in ensuring that Derby Homes meets its planned service delivery objectives.
25. To ensure that the Board has a clear understanding of Derby Homes' culture and values.
26. To ensure Derby Homes has appropriate strategies in place to maintain its status as a high performing ALMO.