

Job Description for President (Chair of the Board)

Role

To represent the BSH and chair the Trustee Board, ensuring that it fulfils its responsibilities for the governance of the Society and to work in partnership with the Board and senior staff to pursue the Society's charitable purposes effectively.

Responsibilities

- Lead the Board and senior staff in the development of strategic plans for the Society
- Ensure the Trustees act in furtherance of the Society's charitable purposes eg by deploying resources for these purposes and for the public benefit and in accordance with legal requirements

Duties: Governance

- Provide leadership and support to senior staff and ensuring the Society is run in accordance with the decisions of the trustees, the charity's Articles of Association and appropriate legislation
- Liaise with the Secretary and senior staff in planning the annual cycle of Trustee Board meetings, drafting of agendas and papers for those meetings and ensuring that business is covered efficiently and effectively at those meetings
- Chair Trustee Board Meetings, General Meetings and the annual Board Retreat
- Act between full meetings of the Trustee Board in authorising action to be taken *intra vires* eg b legal documents in accordance with relevant mandates
- Maintain the Trustees' commitment to Board renewal and succession management, in line with the Society's governing document and current best practice
- Ensure that the performance of the Trustee Board is reviewed on an annual basis
- Ensure that Trustees are fully engaged and that decisions are taken in the long-term interests of BSH and that the Board takes collective ownership
- Work closely with the Chief Executive to give direction to Board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of trustees. Monitor that decisions taken at meetings are implemented.

Duties: Internal Leadership

- The President is an *ex-officio* Director of the BSH Enterprises Board and should attend its meetings
- Lead recruitment and disciplinary panels where appropriate and in line with the Society's agreed procedures
- Liaise regularly with the CEO to maintain an overview of the strategy, governance, finance and quality of BSH's work
- The President is an *ex officio* member of the ASM Programme Committee and should attend its meetings whenever possible

Duties: External Leadership

- Represent the charity at functions, meetings and in the press and broadcast media in line with the Society's communication strategy
- The President is an *ex officio* member of the British Journal of Haematology Management Committee and should attend its meetings.

Knowledge and skills

- 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
- Ability to commit time to conduct the role well, including travel and attending events out of office hours
- Good independent judgment
- Commitment to the Society
- Experience of charity governance and working with or as part of a Board of Trustees (Desirable)
- Exhibit Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Time Commitment

- 4-5 Board meetings a year which includes an overnight retreat
- 2-3 BSHE Board Meetings – mostly via telephone, tend to be 30-60 minutes max
- Attendance at the Annual Scientific Meeting (3-5 days)
- 3-4 Programme Committee meetings, in person where possible
- Occasional attendance at the meetings of other Board Committees
- Weekly call with CEO
- 5-6 hours a week on Society work.