Role Description for Chair

Role Description for Chair of Yorkhill HA

1. Introduction

1.1 This role description sets out the particular duties and responsibilities that attach to the Chair of YHA. The responsibilities described here are additional to those set out in the governing body members' (GBM) role description. It should be considered alongside YHA's Rules, Standing Orders, Code of Conduct and Entitlements, Payments and Benefits Policy.

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. GBMs who wish to be considered for this office will be invited to say how, if elected, they will carry out the duties that are set out here, before the election takes place.

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 The Chair of YHA may not also serve as the Chair of a sub-committee and each sub-committee must elect a different Chair.

1.5 An overview of the Role of the Chair is outlined in Rules 59.6 – 59.11 of YHA's Rules.

1.6 The Chair will be elected by the governing body each year at the first governing body meeting following the AGM. Whilst the Chair of YHA can be re-elected, in accordance with Rule 59.11 of YHA's Rules, they cannot serve a continuous term of more than five years. There is no expectation that the Chair must serve the full five-year maximum term.

1.7 In the spirit of YHA's rules, if an individual has served five years as Chair, they should not be elected as Chair in the future where possible.

2. Key Responsibilities

2.1 The Chair must always act, and be seen to act on behalf of the governing body. The Chair's key responsibilities are:

- To lead the governing body constructively, provide direction and manage meetings effectively
- To develop an open and inclusive relationship amongst GBMs and support strong and effective governance
- To develop and maintain a constructive and positive working relationship between the Chair, Chief Executive and senior staff

- To uphold YHA's Code of Conduct and promote good governance
- Ensure decision making complies with Standing Orders and Scheme of Delegation
- To be a positive and effective ambassador for YHA
- To ensure that YHA's business is conducted effectively between meetings and that emergency decisions are taken appropriately when required and reported to the GB
- To be accountable for the actions of the Chair

3. Leadership and Direction

3.1 The Chair is expected to:

- Lead by positive action and example
- Represent YHA positively and effectively
- 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 YHA's governing body
- Ensure that the necessary arrangements are in place to enable YHA 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 YHA's 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
- In the event that it is necessary, be responsible for the implementation of the Protocol that provides for investigations into an allegation that a GBM may have breached the Code of Conduct

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. Sub-committee Chairs should establish similar relationships with the relevant senior staff member.

- Work in partnership with the Chief Executive to ensure the effective conduct of the GB's business
- Ensure that the conduct of YHA's business continues effectively between meetings of the governing body and act under delegated or emergency authority when necessary
- In the event of a vacancy, ensure that effective arrangements are implemented for the recruitment and appointment of a Chief Executive, in accordance with YHA's agreed recruitment practices
- Carry out, with at least one other governing body member, the Chief Executive's annual appraisal (including setting objectives, overseeing performance and requiring professional development) and report to the governing body.
- Ensure that appropriate arrangements are in place and implemented effectively for the support and remuneration of the Chief Executive
- In the event that it is necessary, be responsible for dealing with a grievance or disciplinary action in respect of the Chief Executive, in accordance with YHA's agreed procedures

5. Promoting Good Governance

5.1 The Chair is required to:

- Promote and demonstrate the highest standards of ethical conduct and integrity
- Build and sustain constructive relationships with other office bearers, members of the governing body and senior staff
- Initiate any investigation under the terms of YHA's Code of Conduct
- Chair all general meetings of YHA in accordance with the Rules
- Chair all governing body meetings of YHA, in accordance with the Rules and Standing Orders
- Ensure that all governing body members have access to appropriate information and advice (including specialist, independent and/or professional advice) and have an opportunity to contribute to discussion and consideration of all matters requiring their attention
- Ensure that effective induction and ongoing training and support are provided to all governing body members and that annual performance reviews are conducted in accordance with YHA's policy

- Manage meetings inclusively and 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

6. Conduct of YHA's Business

6.1 The Chair is expected to:

- Ensure that YHA's business is efficiently and accountably conducted between governing body meetings

- Sign (or otherwise authorise) payment instructions and documents requiring the governing body or the Chair's authorisation, in accordance with YHA's 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 range of skills, knowledge and experience required to lead YHA effectively is available to the governing body and that the governing body is able to access specialist support when necessary

- Lead the governing body's succession planning and recruitment to ensure good governance and regulatory compliance.

7. Monitoring and Review

7.1 This role description was approved by the governing body on 8 October 2026. It will be reviewed not later than October 2027.