

CHAIRPERSON POSITION DESCRIPTION

Last Updated: 15 September 2022



Insight Endometriosis is a community-based Charitable Trust working collaboratively to empower people with endometriosis (suspected or diagnosed). We are based in Hamilton but provide services throughout New Zealand, with a focus on:

- Improving access to quality evidence-based information
- Connecting those affected by endometriosis to relevant support
- Ensuring those affected by endometriosis are productive, feel valued in their workplaces, and nurtured to succeed in their places of study
- Building a strong, connected community network amplifying the voices of those affected by endometriosis
- Ensuring lived experiences of those affected by endometriosis informs policy development and health system change
- And other relevant support and assistance.

VISION:

Lives not limited nor defined by endometriosis.

OUR ASPIRATION FOR AOTEAROA NEW ZEALAND:

Those affected are empowered and supported at all levels, with equitable outcomes for all.

OUR PURPOSE:

We empower with support and information, and through strong partnerships work towards equitable change.

PURPOSE OF THE ROLE

The Chairperson plays an important role in the operation of the Board with one of their main duties being to set the agenda and run Board meetings.

They are responsible for guiding the meeting to clear outcomes for Management to carry out. The Chairperson should invite all possible views on issues and then work to a consensus decision between Board members. The Chairperson should ensure all decisions are understood and recorded.

The Chairperson must provide leadership in developing an effective governance culture and ensuring there are strong communication flows between Board and Management.

MAIN RESPONSIBILITIES AND EXPECTATIONS

The Chairperson is responsible for:

- Leading strategic planning
- Managing relationships with Management
- Ensuring risks to the organisation are managed
- Encourage all trustees to contribute to the debate and decision making
- Manage Board processes at meetings

The Chairperson is expected to:

- Conduct efficient Board meetings
- Set annual meeting timetables
- Set meeting agendas
- Ensure Board papers are distributed in advance of meetings

KEY COMPETENCIES

Ability to lead	The Chairperson must be able to model desired behaviours, acknowledge and enhance the contribution of other Board members and create and manage an environment that enables the Board to do its primary job.
Future focused	The Chairperson needs to have a sense of purpose and the ability to communicate this vision help the Board stay focused on things that will help the organisation to future success.
Personal integrity	The Chairperson must be able to deal straightforwardly with Board, Management and stakeholder relationships. The Chairperson's conduct must be guided by principles, not politics.
Knowledge of standard rules governing meeting management	The Chairperson must be familiar with the etiquette of facilitating meetings. Some governance experience is essential, although prior chairperson experience is not.
Personal awareness	Self-assessment of performance is essential as a Chairperson. The Chairperson must be able to change behaviours and recognise their own strengths and weaknesses.
Ability to dedicate time	The Chairperson must be able to dedicate more time than other Board members. The Chairperson will have to liaise with Management, other Board members and other stakeholders as required.
Objective and questioning	The Chairperson must have the ability to be objective and raise questions to ensure diversity of thinking is brought out in the decision making process.



APPENDIX: ORGANISATION CHART

14 July 2022

