

POSITION DESCRIPTION: CHAIR

Title:	Chair
Role:	<ul style="list-style-type: none">• Provision of leadership and direction to the Board, enabling them to fulfil their responsibilities for the overall governance and strategic direction of the Company. Responsibility for the efficient organisation and conduct of the Board.• Optimise the relationship between Board and management; in particular, assist the Managing Director in achieving the objectives of the Company.
Qualifications:	<ul style="list-style-type: none">• Knowledge and skills in Board governance.• Skills and experience in a profession, trade or business which is relevant to the business of the Company.
Term	<ul style="list-style-type: none">• One year or as determined by the Board.
Time Commitment	<ul style="list-style-type: none">• Ten hours per month including attendance at Board and committee meetings.
Responsibilities:	<ul style="list-style-type: none">• Develop the Company's aims, objectives and goals in accordance with the Company' Constitution and legal and regulatory guidelines.• Lead the Board and senior management to develop strategic plans for the Company.• Chair meetings of the Board and ensure that the Board functions effectively, interacts with management optimally and fulfils its duties.• Prepare the Board agenda in consultation with the Managing Director and Company Secretary and ensuring agendas are received by Board members in a timely manner.• Lead and facilitate the Board and its deliberations.• Brief directors in relation to issues arising at Board meetings.• Assist with the recruitment of new Board members.• Provide support and leadership to the Managing Director and ensuring the Company is run in accordance with the decisions of the Board and the Company's Constitution.• Support and appraise the work of the Managing Director, the Board, and other senior management.• Enhance relationships with the Company's stakeholders.
Expectations:	<ul style="list-style-type: none">• Commitment to the business of the Company.• Attendance at Board meetings, committee and other relevant meetings.• Attendance at annual general meeting and other general meetings.• Prepare for and participate in the discussions and deliberations of the Board.• Adherence to the Company's Code of Business Conduct and Ethics and all other policies of the Company.