

CIVIL SERVICE FAMILY PROTECTION SCHEME BOARD

POSITION STATEMENT OF A CHAIRPERSON

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CIVIL SERVICE FAMILY PROTECTION SCHEME BOARD

The Chairperson is responsible for:

1. Meetings

- i. Chairing Board meetings.
- ii. Upholding rigorous standards of preparation for meetings.
- iii. Running the Board and ensuring its effectiveness in all aspects of its role, including regularity and frequency of meetings.
- iv. Setting the Board agenda, taking into account the issues and concerns of all Board members. The agenda should be forward looking, concentrating on strategic matters.
- v. Ensuring that there is appropriate delegation of authority from the Board to executive management and Board committees.
- vi. Ensuring the Board's committees are properly structured with appropriate terms of reference;
- vii. Encouraging all Board members to engage in Board and committee meetings by drawing on their skills, experience, knowledge and, where appropriate, independence.
- viii. Ensuring that the directors receive accurate, timely and clear information, including that on the organisation's current performance, to enable the Board to take sound decisions, monitor effectively and provide advice to promote the success of the organisation.
- ix. Managing the Board to allow enough time for discussion of complex or contentious issues. The Chairperson should ensure that board members have sufficient time to consider critical issues and obtain answers to any questions or concerns they may have and are not faced with unrealistic deadlines for decision making.
- x. Ensuring that the decisions by the Board are executed.

2. Directors (Board members)

Facilitating and encouraging the active engagement of all members of the Board.

3. Induction & Development

- i. Ensuring that the development needs of directors are identified and, with the Board's Secretary having a key role, that these needs are met. The directors should be able to continually update their skills and the knowledge and familiarity with the CSFPSB required to fulfil their role on the Board and its committees.
- ii. Mentoring to develop skills and enhance directors' confidence and encourage them to speak up and make an active contribution at meetings.
- iii. Identifying the development needs of the Board as a whole to enhance its overall effectiveness as a team.

4. Relations with stakeholders

Ensuring effective communication with parent ministry and other stakeholders.

5. ADDITIONAL DUTIES

In addition, the Chairperson should:

- i. Set the ethical tone for the Board and the Organisation and uphold the highest standards of integrity and probity;
- ii. Set the agenda, style and tone of Board discussions to promote effective decision making and constructive debate;
- iii. Ensure that he is fully informed about all issues on which the Board will have to make a decision, through briefings with the Chief Executive, the Board Secretary, and members of the executive management as appropriate;
- iv. Ensure clear structure for, and the effective running of Board committees;
- v. Ensure effective implementation of Board decisions;

- vi. With the assistance of the Board Secretary, promote the highest standards of corporate governance. If full compliance is not possible, ensure that the reasons for non-compliance are fully understood and agreed by the Board;
- vii. Ensure an appropriate balance is maintained between the interests of organisation and other stakeholders (employees, customers, suppliers and the ministry/departments);
- viii. Ensure the long-term sustainability of the organisation;
- ix. Establish a close relationship of trust with the CEO, providing support and advice while respecting executive responsibility ensuring effective communication with other stakeholders; and
- x. Building and maintaining stakeholders trust and confidence in the Organisation and in conjunction with the CEO, representing the Organisation to key stakeholders.