

## **SYHPANZ**

### **Role Description Chairperson**

#### **1. Role**

To provide leadership of the society in accordance with the SYHPANZ Constitution.

#### **2. Desired skills and attributes**

- Leadership skills
- Understanding of and commitment to the society's vision and mission
- Ability to manage and supervise other
- Experience in governance of a not-for-profit organisation
- Ability to gift approximately 2-5 hours a week to the performance of the role
- Effective communication skills

#### **3. Outcomes**

This position reports to the membership and governance of SYHPANZ.

#### **4. Responsibilities**

1. Provide leadership to the Executive Committee members;
2. Ensure appropriate governance oversight of SYHPANZ's strategic development, management and practices;
3. Ensure the society's activities and decisions are consistent with the vision and the constitution of the SYHPANZ;
4. Ensure cohesion of the SYHPANZ so it speaks externally with one voice;
5. Liaise with and support SYHPANZ's Operations Manager in decisions and actions that are in accordance with the society's instructions and policies;
6. Chair meetings of the Executive in an effective manner;
7. Participate in SYHPANZ activities and events;

8. Represent SYHPANZ on external committees or delegate responsibility for such representation;
9. Ensure the Executive members are fully briefed on matters relevant to their position to enable the Executive to fulfill its roles and responsibilities effectively;
10. Ensure an effective orientation is conducted for all Executive members and any new Chair person
11. Act as Chairperson of the Executive committee; and
12. All of the responsibilities of an Executive member

#### **5. Executive Limits**

1. To operate within the rules set out in the Constitution.
2. To operate within the financial guidelines of SYHPANZ.
3. To operate within the policies of SYHPANZ.

#### **6. Term of Office**

The term of office for the Chairperson of the SYHPANZ is a period of one year (or as otherwise stipulated in the Constitution).

#### **7. Performance Evaluation**

The performance of a Chairperson is evaluated annually by the Executive Committee. Performance is measured on the achievement of roles stipulated in this role description.