

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.