

# Chair of the Board of Medact

December 2017

**Closing date:** *Monday 29th January*

**Interviews:** *First two weeks of February*

**Remuneration:** *This is a voluntary post, but reasonable travel expenses can be paid*

## How to Apply

Please send a CV and cover letter setting out how you meet the criteria to [office@medact.org](mailto:office@medact.org) by Monday 29th January at 12 noon.

If you would like an informal conversation with the Executive Director or any board members in advance of applying, please send an email to the same address.

## Background

Medact works to enable and inspire the health community to be effective agents of progressive social change.

We are looking to fill the position of Chair within our Board of Trustees. Our Chair will support the Executive Director and staff in their leadership to help us build on our achievements and realise Medact's vision. She or he will work alongside the Executive Director (Sophie Neuburg) and will work with 14 other trustees to make up a strong and effective Board.

Four years ago, Medact embarked on a renewed mission to harness the potential of the health community to bring about progressive change. Since then, we have grown from strength to strength, punching above our weight on some of the most important social and environmental issues of our time.

Medact has recently appointed a new Executive Director, and 6 new trustees. The Chair will be in a unique position to support the Director in her own development, provide strategic support, and manage the Board of Trustees to ensure that Medact is effectively governed. She or he will join the Board at an exciting time in helping to shape Medact's priorities for the future.

Finally, we see the Trustees as key champions of Medact. So we will expect the Chair to advocate on behalf of the team's work as well as helping to build the membership and public image of the organisation. The Chair will bring with them strong relationships within the health community and broader social justice movement.

## Main responsibilities

1. Work with the Executive Director to maintain vision, purpose, goals and values of Medact
2. Manage the Board of Trustees, including ensuring effective board performance and leading new trustee recruitment
3. Line manage the Director, including supporting her in her professional development
4. Support in developing organisational strategy
5. Maintain proper fiscal oversight of the organisation alongside treasurer and Director
6. Establish and monitor adherence to organisational policies
7. Ensure compliance with governing documents, staying aware of board creep
8. Ensure compliance with charity law and other legal requirements
9. Ensure board reports, papers and record of meetings are maintained
10. Chair board meetings and facilitate board communications, and chair our AGM

## Essential criteria

- Health professional with strong relationships within the health community, with an ability to fulfill an ambassadorial role for Medact
- Committed to Medact's vision, purpose and culture and its way of working, and able to communicate this enthusiasm to others
- Ability to demonstrate strategic leadership, facilitation, advocacy and mediation skills
- Has the skills and capacity to line manage Director, including organisational management and supporting the Director's continued professional development
- Understanding and acceptance of the legal duties, liabilities and responsibilities of trustees, and the difference between governance functions and management functions
- Strong strategic awareness of the campaigning world and the health community's role in it
- A good communicator with public speaking and interpersonal skills, able to empower and challenge supportively, and work with a diverse team of trustees
- Able and willing to devote the necessary time to the role
- High level of integrity and sound judgement
- Board level experience in an executive, non-executive or trustee role

## Desirable criteria

- Experience in successfully raising funds from major donors

## Reappointment

The Chair's term is two years, following which the Trustees may elect the Chair for a further term(s).

## Time requirement

The role will require a time commitment of around 2 days per month, on average, with more time required in some months than others.

This will include planned quarterly board meetings of approximately 2-4 hours, normally in London but with facilities for joining remotely, as well as occasional events and the Medact AGM. The Chair must be available to support the Director and the Board between board meetings, including taking responsibility to deal with issues which arise, and regular 1-2-1 meetings with the Director.

Finally, we would require that the Chair would be able to put some time in to promoting Medact to funders, health institutions and other networks and organisers. This may not require substantial additional time, as it may be something the Chair could integrate into existing communications.

## Remuneration

Medact is a charitable, not for profit organisation. Trustee and Chair roles are not remunerated. However if finances are a barrier to participation we would like to discuss how we can overcome that. Reasonable expenses for travel can be paid for those not living in London.

## Principles

Medact is absolutely committed to providing equal opportunities for everyone regardless of their background. We value diversity and lived experience, and acknowledge the under representation of people from certain backgrounds both within the health community and wider campaigning movements. We are determined to correct this and particularly encourage applications from Black, Asian and minority ethnic people; people with disabilities (including mental illness); people from the LGBT+ community; and people who identify as working class (or have done so in the past).