

Position Description

POSITION TITLE:	Chairperson
CLASSIFICATION:	Voluntary - Elected
SECTION:	Board
LOCATION:	South Australia
STATUS OF APPOINTMENT:	Part Time, Voluntary
HOURS PER MONTH:	<ul style="list-style-type: none"> ● Approx. 5 – 6 hours per week ● Board meeting schedule – as advised ● Committee meeting schedule - as advised ● Other Time Commitments - Representing South Australian Social Enterprise Council at events on an as needs basis, 4-6 times a year on average
DATE	March 2021

UNIQUE VALUE-ADD / PURPOSE

The role and basis of appointment of the Chairperson is set out in the South Australian Social Enterprise Council's Constitution. The Chairperson holds office at the discretion of the Board until the end of their one year term, removed from office by the Board or until the Chairperson resigns from office or is no longer a Board member.

The Chairperson of the Board is responsible for the effective and efficient running of Board meetings. The Chairperson has full oversight of South Australian Social Enterprise Council's business and affairs and must ensure the Board is aware of its obligations to the organisation, management and other stakeholders and under the law. The Chairperson must also ensure Board members are provided with accurate and timely information to ensure effective decisions are made to enable the organisation to fulfil its purpose.

The Chairperson has a strategic role to play in representing the vision and purpose of South Australian Social Enterprise Council and exemplifying the South Australian Social Enterprise Council's values and behavioural standards.

KEY PERFORMANCE AREAS

The Chairperson will:

General

- a. Exemplify the organisations agreed values and standards of behaviour at all times;
- b. Commit to the expected time required by the role, including preparing for and participating in Board meetings and other meetings as required;
- c. Be respectful of the responsibilities of the position of Chairperson and the limitations of their powers and authorities, so as not to bring the position of Chairperson into disrepute or overstep those limitations of power/authority;
- d. Meet fiduciary duties and responsibilities, act ethically, having appropriate independence and putting the organisation's interests before personal interests;
- e. Inspire the individual contribution and participation of each Board member and senior executive to fully utilise their collective expertise to set the aims, strategies and policies of the organisation;
- f. Embed the organisations role and reputation as the SA peak body for social enterprise; and

- g. Ensure all actions and communications as Chairperson in representing South Australian Social Enterprise Council across South Australia, and support the enhancement of the organisation's brand and image; and the social enterprise sector;
- h. Lead the strategic planning process for SASEC which includes fundraising strategy;
- i. Actively lead on and deliver on various fundraising initiatives to support the sustainability of SASEC;
- j. Be the South Australian representative on the Alliance of Social Enterprise Network of Australia (ASENA) and/or delegate this to an appropriately skilled member of the SASEC Board or employee;

Board Meetings

- a. Chair Board meetings, including managing the conduct, frequency and length of Board meetings;
- b. Set the agenda for the matters to be considered by the Board at meetings of the Board;
- c. Seek to ensure that the information provided to the Board is relevant, accurate, timely and sufficient to keep the Board appropriately informed of the performance, finances, affairs, opportunities and challenges of the organisation, and of any developments that may have a material impact on it;
- d. Review all formal communications, before dissemination to Board members, and the social enterprise sector;
- e. Ensure that all Board activities are consistent with the South Australian Social Enterprise Council's Constitution and complies with all relevant laws;
- f. Ensure there is the appropriate quorum for Board meetings to progress;
- g. Ensure the contribution of all Board members in attendance at the Board meetings;
- h. Ensure all Board meeting agenda items are discussed;
- i. Ensure any decisions are made through the appropriate voting mechanism;
- j. Ensure any matters for decision fall within topics covered by Board policies on governance process and strategic and operational linkage, except where the Board specifically delegates portion of this authority to others;
- k. In delegating any authority, remain responsible for the use of the delegated authority;
- l. Lead and encourage a strong sense of purpose and cohesion amongst Board members;
- m. Effectively manage any Board member underperformance;
- n. Ensure that the content of meeting discussion includes only those issues which clearly belong to the Board to decide;
- o. Ensure that Board member deliberation is fair, open, respectful and thorough, but also timely, orderly, constructive, and to the point;
- p. Balance the numerous personal traits required of an effective Chairperson, including tact and diplomacy and the ability to reconcile opposing views with the ability to influence; and
- q. Liaise with and counsel Board members, as appropriate.

Other Obligations

- a. Chair the Annual General Meetings (AGM);
- b. Attend Committee meetings as required;
- c. Participate in Board/Board member evaluation and succession planning activities;
- d. Act as the Board's representative in communicating the views of the Board to the South Australian Social Enterprise Council's members;
- e. Act as spokesperson for the Board and the organisation for all matters including those that require public or media comment and/or funding bodies and government departments on any financial, legal and policy matters;
- f. Representing South Australian Social Enterprise Council at key events, as requested;
- g. Effectively and fairly represent South Australian Social Enterprise Council; and
- h. Be visible at times of crisis where trust and confidence in the ability of the Board and management to respond to the crisis is important.

In the absence of the Chairperson, the Chairperson will appoint another Board member to assume the role that otherwise would be performed by the Chairperson, if the Chairperson was not absent.

STANDARD CONDITIONS OF ENGAGEMENT

1. The Incumbent must observe all lawful intentions and instructions and abide by the South Australian Social Enterprise Council's Constitution and Policies and Procedures.

PERSON SPECIFICATION

Education/Qualifications

Desirable:

- Australian Institute of Company Directors, Company Directors Course completed; and
- Australian Institute of Company Directors, The Role of the Chair course completed

Knowledge and Experience

Essential:

- Experience as a Chairperson of a Board in a voluntary position previously;
- Experience as a Board member previously;
- Knowledge and experience of working for and/or founding a social enterprise;
- The ability to lead a Board in constructive and timely discussions and debates, drawing on the expertise of the entire Board;
- Understand the powers entrusted to a Chairperson by the organisation's constitution, governance/Board charter and at general law, including with respect to the conduct and running of meetings (Board, Board committee and shareholder/member);
- Business and influencing acumen with a strong understanding of the organisation's business and financial model and key elements which drive their performance;
- Understand significant risks and how these can be managed successfully;
- Significant experience in motivating, managing and dealing with people including evaluating performance, succession planning and remuneration at an executive level.

Desirable:

- Experience of not-for-profit peak organisations

Personal Qualities, Attributes and Skills

Essential:

- A strong and demonstrated commitment to the vision and values of South Australian Social Enterprise Council;
 - Experience representing a Board and discharging the responsibilities expected of a Chairperson successfully;
 - Demonstrate commitment and willingness to participate with genuine interest in the organisation and its activities;
 - The capacity to develop strong and collaborative relationships within the Board, and in a broader context;
 - Recognition as a considered and measured leader;
 - Exemplary communication skills both verbal and written;
 - Demonstrated skills in communicating Board positions on its behalf to a diversity of stakeholders;
 - Experience with being approachable and impartial in their dealings whilst maintain the best interests of the organisation;
 - High level of emotional intelligence in addition to self-awareness and self-management, with the ability to motivate and empathetically manage situations where strong emotions may be present and reconcile opposing views;
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- Ability to gain trust and confidence of other Board members and members of South Australian Social Enterprise Council due to the Chairpersons experience, knowledge, interpersonal skills, values and conduct; and
- The capacity to be available to the South Australian Social Enterprise Council to fellow Board members to discuss strategic issues and risks as needed and/or appropriate; and

ACCEPTED	
Chairpersons Name:	
Signature:	
Date:	
ORGANISATION ACCEPTANCE	
Organisational Representative Name:	
Signature:	
Date:	