

Ongo Homes Board Chair Role description and person specification

Purpose:

The purpose of Ongo Homes' Chair role is to direct the affairs of Ongo ensuring the dayto-day management is effectively delegated and carried out by the Chief Executive and the staff.

The Ongo Homes Chair provides leadership to the Board and creates conditions for collective and individual Board Member effectiveness, both within and outside of the Board Room. They will also line-manage the Chief Executive.

Key accountabilities:

The Ongo Homes Chair shares the key accountabilities and responsibilities of other Board Members in addition to the specific duties set out here.

Management of meetings

- To ensure that the Board's work plan is appropriate and agendas are forward-looking, business and strategy focused.
- To ensure the efficient and effective conduct of the Board's business.
- To ensure that sufficient time is allowed for the constructive discussion of complex or contentious issues, where appropriate arranging informal meetings beforehand to enable thorough preparation for the Board discussion.
- To ensure the Board receives accurate, timely and clear information that enables the Board to take sound decisions and monitor the effectiveness of Ongo.
- To ensure appropriate internal/external professional advice is always available.
- To ensure decisions are correctly recorded and that matters arising and other follow up actions are monitored.

Board Members

- To ensure the Board matches the capabilities of the Members with the skill requirements of Ongo and it makes best use of the skills, competencies and experience of all Board Members.
- To encourage the active engagement of all Members in all aspects of the Board's business.



- To ensure that appropriate standards of behaviour are maintained in accordance with the Board Member Code of Conduct and any such Probity policies as approved by the Board.
- To ensure all Board Members are given the opportunity to make their contribution before any important decision is taken.
- To ensure that individual Board Members' minority views and concerns are addressed appropriately.
- To ensure the Board agrees the role of the Senior Independent Director and other Board Members and any Committees.

Chief Executive and Executive Team

- To ensure the respective roles and responsibilities of the Ongo Homes Board Chair and Chief Executive are clear.
- To establish and develop a constructive and supportive relationship with the Chief Executive.
- To ensure the Board acts in partnership with the Executive Leadership Team.
- To ensure the Board makes proper arrangements to appraise the performance of and determinate the remuneration of the Chief Executive.
- To ensure where necessary, that the Chief Executive is replaced in a timely and orderly manner.

Delegation

- To ensure the Board delegates sufficient authority to its Committees, the Chief Executive and others to enable the business of the organisation to be conducted effectively between meetings of the Board.
- To ensure any decision taken under urgency procedures are as inclusive as possible and practical and follow guidance within governing documents.
- To ensure the Board monitors the use of any delegated powers.

Learning and development

- To lead and establish proper and appropriate arrangements for the Boards' collective and individual appraisal, including the Ongo Homes Board Chair's own appraisal.
- To promote and deliver continuous improvement in the Board's effectiveness.
- To ensure that adequate resources are available for ongoing training and development for the collective Board and individual Members.
- To ensure there is a properly constructed induction programme for every new Member which is comprehensive, formal and tailored.

Succession planning

- To facilitate the development of and implement a succession plan for Board Membership that balances continuity with the need for fresh skills and perspectives.
- To ensure the Board has the requisite skills, competencies and experience appropriate for the business.
- To ensure timely and open recruitment processes for Board Members.

Support

- To ensure that Board Members have appropriate administrative and other support to enable them to fulfil their responsibilities.
- To encourage a positive culture of mutual support and appreciation within the Board and with senior managers.
- To ensure that scrutiny systems are in place and that there are robust plans to monitor the work of the organisation.

Probity and integrity

- To ensure the Board receives professional advice when it is needed, either from its senior staff or from external sources to ensure appropriate levels of compliance.
- To ensure that Ongo's affairs are conducted in accordance with all relevant legal, regulatory and best practice standards.
- To ensure the Board develops understanding of the views and priorities of its major stakeholders.

Transparency and openness

- To ensure the Board's deliberations and decisions are as open as practicable to all Board/Committee Members, staff and other stakeholders.
- To promote and demonstrate effective two-way communication between the Board, Committees and other entities throughout the organisation.
- To establish and maintain the Board's visibility and appropriate communications with staff.

Ambassadorial role

- To ensure that Ongo is positively represented in the wider community and with key current and potential stakeholders and partners.
- To ensure the prompt and effective management of any critical event with the potential to adversely impact Ongo's reputation.

The details outlined in this Role Description, particularly the principal accountabilities, reflect the content of the job at the date the Role Description was prepared. It should be remembered however, that it is inevitable that over time the nature of individual roles will change, existing duties may be lost and other duties gained without changing the general remit of the duties or the level of responsibilities entailed. Consequently, the Company will expect to revise this Role Description from time to time and will consult the postholder at the appropriate time.

Date of Revision: March 2025

Person specification

Knowledge and experience

- Previous non-executive board level or committee Chair experience in a customer focused organisation (not necessarily within the affordable housing sector).
- A track record in providing effective leadership and management in an organisation of a similar size to Ongo and groups of diverse stakeholders.
- Understanding of governance and regulated sectors (public or private).
- Evidence of strong business acumen.
- Understanding of social policy.
- Evidence of understanding and support for the concept of social business and the environment that Ongo operates in.
- Experience of being an ambassador for an organisation and evidence of effective public speaking.

Competencies

- Leadership and the ability to run meetings effectively Board Meetings are properly Chaired, with business conducted effectively, Board decisions are reached and recorded effectively.
- Inclusiveness giving Members opportunities to express their views in Board Meetings, ensuring that appropriate standards of behaviours are maintained.
- Management ensuring that there is a constructive working relationship between the Chair and the Executive Leadership Team.
- Acting as an ambassador ensuring the Chair is an excellent ambassador for Ongo and in representing Ongo through networking.
- Learning continuously ensuring new ideas are embraced and supports the learning of others.
- Influencing skills the ability to negotiate, broker and act as an ambassador.
- Strategy the ability to think laterally, broadly and to consider many strategic aspects simultaneously.

Other

- Personally uphold the values of the Association.
- Genuine desire to work in the community.
- Ability to give appropriate time commitment.

Date of approval: