

POST: CHAIR OF THE MARKETING PEAK DISTRICT AND DERBYSHIRE BOARD

CONTRACT: 3 YEAR TERM

This is a great opportunity for an individual who is passionate about the Visitor Economy Sector and the success of Marketing Peak District and Derbyshire, the official Tourist Board for the region. We are seeking the ideal candidate having leadership skills in business or in government, having a sound knowledge of the public sector and or the not for profit sector.

The ideal candidate will have the following qualifications;

- Extensive professional experience with significant leadership accomplishments in business, government and or the not for profit sector
- A commitment and understanding of the Visitor Economy Sector and Marketing Peak District's vision for growth and success.
- Success as a Board member or Board Chair
- Excellent people skills coupled with a natural affinity for public speaking
- Savvy diplomatic skills and a natural ability to cultivate relationships, persuading, convening, facilitating and building consensus across a diverse range of stakeholders

Service to Marketing Peak District and Derbyshire's Board is without remuneration, except for travel and expenses costs in relationship to Board members duties.

If interested please email your CV to Jo Dilley – Jo.Dilley@marketingpdd.com or post to;

Jo Dilley
East Midlands Chamber
Marketing Peak District and Derbyshire
Commerce House
Millennium Way
Chesterfield
S41 8ND

The deadline for applications is 28 February 2018, we will hope to interview mid March 2018

A full job description is attached for more detailed information or contact Jo Dilley directly on 01246 212924

1. Post title

Chair of the Board

2. Contract status

Fixed Term for 3 years

3. Location

Across all Chamber office location and externally as required

4. Salary or salary range:

Expenses reimbursement and honorarium at the discretion of the Board

5. Job holder responsible to:

The Board of Directors

6. Job holder responsible for:

The Managing Director

7. Job purpose:

The principal role of a Chair is to manage and to provide leadership to the Board of Directors of the company. The Chair is accountable to the Board and acts as a direct liaison between the Board and the management of the Company, through the Managing Director

Any Chair should be independent from management and free from any interest and any business or other relationship which could interfere with the Chair's independent judgment.

8. Main duties and responsibilities

The proposed duties and responsibilities of a Chair would be as follows:

Strategic leadership

- To act as a liaison between management and the Board
- To take on an ambassadorial role for MPDD, the sector and a voice for the Peak District and Derbyshire
- To provide independent advice and counsel to the Managing Director

- Provide leadership to its Board, ensuring that MPDD has maximum impact for its members
- Ensure that the Board of Directors fulfil their duties and responsibilities for the effective governance of MPDD
- Ensure that the Board of Directors provides a clear strategic direction for MPDD
- Ensure that the Board is able to regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate the risks
- Ensure that the Board fulfils its duties to ensure sound financial health of the MPDD, with systems in place to ensure financial accountability
- To keep abreast generally of the activities of the Company and its management
- To ensure that sufficient information is provided from the Board to enable the Directors to form appropriate judgments
- In concert with the Managing Director, to develop and set the agendas for meetings of the Board
- To recommend an annual schedule of the date, time and location of Board and Committee meetings
- To review and sign minutes of Board meetings

Governance

- Ensure that the governance arrangements are working in the most effective way for MPDD
- To sit on sub-committees of the Board where appropriate as determined by the Board
- To call special meetings of the Board where appropriate
- In concert with the Managing Director, to determine the date, time and location of the Annual General Meeting and to develop the agenda for the meeting
- To recommend to the Board, after consultation with the Directors, management and governance of the Nominations Committee
- To assess and make recommendations to the Board annually regarding the effectiveness of the Board as a whole, sub-committees of the Board and individual Directors

- Develop the knowledge and capability of the Board of Directors
- Encourage positive change where appropriate address and resolve any conflicts within the Board of Directors
- Appraise the performance of the Board of Directors on an annual basis
- Ensure that the Board of Directors is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead MPDD effectively, and which also reflects the wider business community
- Work within any agreed policies adopted by the MPDD and its accountable body, East Midlands Chamber

Efficiency and effectiveness

- Chair meetings of the Board of Directors effectively and efficiently, bringing impartiality and objectivity to the decision making process
- Ensure that Board of Directors are fully engaged and that decisions are taken in the best, long-term interests of MPDD and that the Board takes collective ownership
- Foster, maintain and ensure that constructive relationships exist with and between the Board of Directors
- Work closely with the Managing Director to give direction to Board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of the Board of Directors
- Monitor that decisions taken at meetings are implemented.

Relationship with the Managing Director and the wider management team

- Establish and build a strong, effective and a constructive working relationship with the Managing Director, ensuring there are agreed strategic objectives
- Support the Managing Director, whilst respecting the boundaries which exist between the two roles
- Ensure regular contact with the Managing Director and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges
- Liaise with the Managing Director to maintain an overview of MPDD affairs, providing support as necessary
- Conduct an annual appraisal and remuneration review for the Managing Director and the senior leadership team in consultation with the Board of Directors

- Ensure that the Managing Director has the opportunity for professional development and has appropriate external professional support

Essential qualities and skills

The following are considered essential qualities and skills for the Chair of the Board:

- Knowledge of the tourism and visitor economy sector
- Knowledge of operations of marketing and membership organisations
- Knowledge of the operation of a Not-for –Profit organisation
- Knowledge of public sector and national bodies such as VisitEngland/VisitBritain, and or DCMS
- Previously acted at Board level
- Commitment
- Strong leadership skills
- Good communication and interpersonal skills
- Excellent presentation skills, representing MPDD and the sector at Tourism Conferences
- Impartiality, fairness and the ability to respect confidences
- Ability to ensure decisions are taken and followed-up
- Tact and diplomacy
- Experience of reviewing, developing and implementing business strategies and policies
- Understanding of the strategic roles/responsibilities of non-executive Directors and the separation between executive and non-executive roles
- Demonstrable experience of organisational and people management
- Demonstrable experience of change management
- Impartiality and objectivity
- Be approachable
- To show interest in other viewpoints
- Demonstrable commercial acumen
- Ability to chair meetings in a way which encourages reasonable expression of views but deals with the business of the meeting promptly and clearly
- Ability to focus on strategic issues and drive MPDD forward
- Performance management, financial control and planning
- Ability to be at ease with people of all types in both formal and informal social settings