

## Job announcement



### Board Chair

- Reporting to:** Board of Trustees.
- Remuneration:** The role of Chair is not accompanied by any financial remuneration. Travelling expenses will be covered by MAP.
- Tenure:** In accordance with MAP's Articles of Association, each trustee should commit to serving an initial three-year term (eligible for re-appointment for a maximum of two additional terms).
- Location:** Preferably UK (meetings held in London).

#### **Background**

[Medical Aid for Palestinians](#) (MAP) works for the health and dignity of Palestinians living under occupation and as refugees.

We deliver medical and humanitarian aid in an impartial manner to those most vulnerable and at risk, while also developing local capacity and skills to ensure the long-term development of the Palestinian healthcare system.

Our overarching goal is to improve the health and promote the well-being of Palestinians, strengthening the capacity of local partners.

We are an international, non-governmental, independent, non-political, non-religious charity that has worked towards this goal for nearly four decades, delivering health and medical care to those worst affected by conflict, occupation, discrimination, and displacement. Working in partnership with local and international organisations, UN agencies and academic institutions, MAP addresses a wide range of health issues and challenges faced by the Palestinian people.

#### **Purpose of Role**

The role of the Chair is to provide leadership and direction to the board of Trustees. The Chair's aim is to enable the board to fulfil its responsibilities for the overall governance and strategic direction of MAP.

The Chair will ensure that MAP complies with its governing document, charity law, company law and any other relevant legislation or regulations and to make sure that MAP pursues its objects as defined in its governing document.

The Chair's role is also to work in partnership with the CEO helping them to achieve the aims of MAP; and to optimise the relationship between the board of Trustees and the staff. In addition to the general responsibilities of a Trustee, the Chair has a number of tasks specific to their role.

### **Primary responsibilities**

As a Trustee and Director of the charity, the Chair will fulfil all the duties, obligations, and responsibilities of a Trustee/Director in line with Charity Commission guidance, the relevant Charities Acts, and the Companies Act. In particular, the Chair will:

- Lead the Board of Trustees in ensuring it fulfils its responsibilities for the governance of the organisation.
- Chair and facilitate the board meetings, to ensure it functions effectively and carries out its duties.
- Provide leadership for the board of trustees in their role of setting the overall strategy and policy of MAP.
- With the treasurer and CEO, ensure that the organisation's financial dealings are prudently and systematically accounted for, audited and publicly available.
- Monitor that decisions taken at meetings are implemented.
- With the CEO, develop appropriate and relevant agendas for meetings.
- In close consultation with the CEO, make recommendations on the composition of the Board of Trustees and the recruitment of new trustees with specific/relevant expertise.
- Ensure that the Board of Trustees annually reviews its structure, role, relationship to staff and implements agreed changes as necessary.
- Define and keep under review selection and performance criteria for trustees.
- With the CEO, ensure that all trustees receive appropriate advice, training and information relating to their role.
- Represent MAP at appropriate events, meetings or functions and act as a spokesperson for MAP where appropriate.
- Sit on appointment panels as required.
- Liaise regularly with the CEO to keep an overview of MAP's affairs and to provide support as appropriate.
- Act as final stage adjudicator for disciplinary and grievance procedures if required.
- Monitor progress of the annual plan, budget, and overall strategic plan.
- Support, monitor and review the work of the CEO, including annual appraisal.
- Promote the organisation to a wider audience of potential donors and beneficiaries.

- Ensure MAP achieves the correct balance in its advocacy role.

### **Profile**

- Commitment to MAP's ideals, aims and objectives.
- Leadership ability.
- Integrity, strategic vision, and good/independent judgement.
- Stature, gravitas, and charisma.
- Willingness to devote the necessary time and effort to their duties as Chair and trustee.
- Ability to take decisions for the good of MAP.
- Ability to mentor and give appropriate advice.
- Good communication skills.
- Politically astute.
- Tact and diplomacy.
- Willingness to speak one's mind and listen to the views of others.
- An ability to work effectively as a member of a team.
- Prior experience of committee/trustee work and understanding of the legal responsibilities and liabilities of a trustee.
- Knowledge of the type of work undertaken by MAP.
- A wider involvement with the voluntary sector.

### **Time commitment**

There are Board Meetings at the end of March, June and November lasting approximately two hours each, and one 'strategic away-day', including a Board meeting, in mid-September. There is a strong preference to meet in person.

There are various Board sub-committees in place, on which the Chair has the option to sit, and which have their own additional time commitments.

It is important that the Chair is able to visit MAP's Head Office and be available to the CEO on a regular basis, both in person and by telephone and electronically.

Ideally, candidate should be based in the UK, with frequent travel to London.

One overseas visit per year, lasting 3 - 4 days, to either Lebanon or the occupied Palestinian territory is required, with travelling costs covered by MAP.

The time commitment for the Chair is expected to be the equivalent of two days per month on average, excluding emergencies when more time may be required.

### **To apply for the post**

Please send a letter of application stating the skills and approach that you would bring to the post with your CV/resume (no photos) in strict confidence by email only to: Isabel Leal, [isabel@darylupsall.com](mailto:isabel@darylupsall.com).



Please ensure that they are sent as PDF documents with the titles "*your name cover letter*" and "*your name CV*". Please put "*name of client and post*" in the email subject line. Also please let us know where you saw the post advertised.

**The deadline for application is Sunday, 27 November 2022**