

President of the Stroke Alliance for Europe: Person Specification

The President must be able to demonstrate the skills, abilities and personal qualities required of a board member of Stroke Alliance for Europe (SAFE) (see Board member specification).

In addition

The President must be able to demonstrate:

- Experience as a President of a board or equivalent committee
- An up to date understanding of effective governance especially in the NGO sector
- The ability to translate good governance into the processes required for effective Board working
- The clearly demonstrated ability to lead the Board and develop the Board members
- The ability to communicate with a wide variety of people and organisations, including the ability or potential to speak at large public engagements
- Outstanding influencing skills and the ability to network at the highest level for the benefit of the SAFE
- A knowledge of the type of work undertaken by the SAFE as well as an understanding of the NGO sector and other networks
- A commitment to the time required to fulfil the role
- People management skills

President of the Stroke Alliance for Europe: Role Description

Purpose

To lead the Stroke Alliance for Europe SAFE ('SAFE'), together with the Director General, ensuring that it remains focused on achieving its objects, acting at all times in line within SAFE's governance arrangements.

Main duties and responsibilities

The President has the duties and responsibilities of a Board member (see role description). He/she has the following additional responsibilities:

- Ensuring that SAFE operates effectively and the Board fulfils its responsibilities for good governance
- Acting as an ambassador for SAFE and to uphold its ethics and values
- Providing leadership in forming strategy, setting policy and achieving the aims through objectives which can be monitored
- Ensuring that SAFE's financial dealings are prudently accounted for, audited and publicly available
- Chairing meetings of the Board efficiently using carefully structured agendas and briefing papers prepared in consultation with the Director General.
- Approving Board minutes, and ensuring that Board policies and decisions are implemented
- Making the best use of the skills and experience of board members, encouraging their participation, weighing up contributions impartially and bringing objectivity to decision making
- Ensuring the planning of the annual cycle of Board meetings and the preparation of an annual plan of work for the Board and any committees
- Ensuring an appropriate authority register is in place
- Ensuring a clear framework is in place for the election, re-election, co-option and retirement of officers and board members
- Ensuring that a comprehensive communications strategy for the organisation is presented to the Board for approval and subsequently implemented

- Ensuring that all board members receive appropriate advice, training and information relating to their role, including a trustee induction programme
- Supporting the officers and board members and ensure an annual review of both the performance of the board as a whole and the board members' own individual contribution
- Agreeing a framework for regular communication with the Director General
- On behalf of the Board, and with others, supervising and appraising the Director General, agreeing and regularly reviewing his/her objectives, and ensuring that the Director General is appropriately remunerated
- Leading the process to select and appoint the Director General (when a vacancy arises)
- Ensuring the terms and conditions of service of staff and volunteers in SAFE attract and retain high performing, well-motivated and committed individuals
- Ensuring that all members of SAFE are fully represented and participate in the delivery of SAFE strategy, and that SAFE supports its membership.
- Has ex officio membership of any groups or committees set up by SAFE
- Responsible for the representation of SAFE and leading and concluding negotiations for instance at the World Stroke Organisation Board, European Parliament, European Commission, World Health Organisation
- Other duties and responsibilities as may be delegated by the Board, or assumed by the President (subject to informing the Board) as may be necessary and expedient to the effective operation of the SAFE