

SURREY MUSIC HUB

Surrey Music Hub Advisory Board (SMAB) Chair (and Vice Chair) of the Board Role Profile

Introduction.

The Chair of the Board (the chair), is a key role in the leadership of SMAB.

To be effective, you need a good understanding of the role and its responsibilities so that SMAB gains the maximum benefit from the work that you and the rest of the board do.

An effective chair:

- ensures that the board sets a clear vision, values, strategic direction and business plan for SMAB
- ensures the board holds the head of service of the lead organisation to account for the effective delivery of the delivery of the Core and Extension Roles as detailed in the Arts Council England (ACE) funding agreement
- ensures board oversight of the financial performance of SMAB
- ensures that all board members understand the role and responsibilities of the board

The key roles and responsibilities of the chair are:

Leading effective governance:

- Give the board a clear lead and direction, ensuring that members work as an effective team and understand their accountability and the part they play in the strategic leadership of SMAB.
- Ensure board involvement is in line with the terms of reference.

Chairing of board meetings:

- Chairing 4 general meetings of the advisory board (quarterly), both face to face and online via Teams.
- To agree clear action points arising at meetings;
- Ensuring the SMAB and the Hub lead works within its agreed Terms of Reference to make joint strategic decisions;

Building the team:

- Attracting board members with the necessary skills and ensuring that tasks are delegated across the board so that all members contribute, and feel that their individual skills, knowledge and experience are well used, and that the overall workload is shared.
- Lead and mentor other board members, where appropriate, to fulfil their responsibilities and enable access to information to enhance the overall contribution of the board;

Relationship with the lead organisation (Surrey Arts):

- Being a critical friend by offering support, challenge and encouragement, holding the head of service of the lead organisation to account; *a good comparison is with the role of the chair of a board of trustees who works with the chief executive of an organisation but does not run day-to-day operations.*

Improving the partnership:

- Ensuring improvement is the focus of all policy and strategy and that board scrutiny, monitoring and challenge reflect SMAB improvement priorities.
- Working with the advisory board to agree and implement effective means of engagement with existing and potential Hub partners.

Leading the business:

- Ensuring that ACE requirements are met, that SMAB provides value for money in its use of resources and that board business is conducted efficiently and effectively.
- Promoting the role of 'the hub' within the wider Surrey education, arts and cultural education community.

Other Responsibilities:

- Attending key meetings with Arts Council England, Music Mark and Surrey Arts staff as required
- Liaising with the Music Hub lead and key partners as required between meetings

The Vice Chair of the Board (vice chair).

The role of the vice chair is to assist the chair in his/ her role and deputise when he/ she is absent.

Both the chair and vice chair roles will run for a term of 3 years with an opportunity to be reappointed.

The Independent Chair (and Vice chair) must declare all conflicts of interest in relation to any Hub partners at each meeting.