

Vacancy: Chair, Board of Directors

About

The Young Professionals-Chronic Disease Network (YP-CDN) is a global health and social justice nongovernmental organization (NGO) working at global and local levels, founded in 2010 and legally established in the U.S. in 2014. YP-CDN has three domains of work: advocacy, capacity building of our members, and community-building. We aim to catalyze social and political change by targeting non-communicable diseases (NCDs)--a cause and consequence of poverty and inequity. Our mission is to mobilize young leaders to take action on the growing and unjust burden of NCDs worldwide. Our vision is to create a generation of change: a world where all people have the opportunity to lead healthy, productive lives.

Primarily, YP-CDN invests in the next generation of health leaders by equipping them with the knowledge, skills, networks, experiences and platform they need to create NCD policy and social change. As a multidisciplinary global network, YP-CDN brings together over 6,000 young professionals online through our social networking platforms and hundreds of members in-person through 9 local advocacy chapters. Our board of directors oversees governance, and the executive team have led advocacy, network growth and programming.

Role Objective

The Chair will hold the Board and Executive Team to account for YP-CDN's mission and vision, providing inclusive leadership to the Board of Directors, ensuring that each Board Member fulfils their duties and responsibilities for the effective governance of the organization. The Chair will also support, and, where appropriate, challenge the Executive Director (ED) and ensure that the Board functions as a unit and works closely with the Volunteer Executive Team to achieve agreed objectives. They will act as an ambassador and the public face of the organization in partnership with the ED and President.

Remuneration: The role of Chair is not accompanied by any financial remuneration, although expenses for travel may be covered.

Location: Anywhere

Time commitment: 6-8 Board meetings per year; Approximately 15-20 hours per month to deliver on responsibilities; The Chair is also expected to have regular meetings with the Executive Director and President, and also represent the organization at various events and meetings with key stakeholders.

Reporting to: The Board of Directors

Job Description

Principal responsibilities

Strategic leadership

- Ensure that the Board of Directors fulfil their duties and responsibilities for the effective

governance of the Organization

- Ensure that the Board of Directors 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 of Directors fulfils its duties to ensure sound financial health of the charity, with systems in place to ensure financial accountability

Governance

- Ensure that the governance arrangements are working in the most effective way for the Organization
- 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 the charity effectively, and which also reflects the wider population
- Work within any agreed policies adopted by the organization

External Relations

- Act as an ambassador for the cause and the organization
- Act as a spokesperson for the organisation when appropriate

Approach

Efficiency and effectiveness

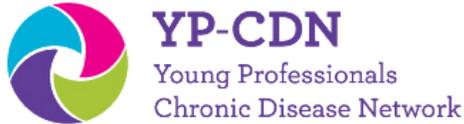
- Chair meetings of the Board of Directors effectively and efficiently, bringing impartiality and objectivity to the decision making process
- Ensure that the Board of Directors are fully engaged and that decisions are taken in the best, long-term interests of the organization and that the Board takes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

Relationship with the Executive Director and the wider YP-CDN team

- Establish and build a strong, effective and a constructive working relationship with the ED, ensuring s/he is held to account for achieving agreed strategic objectives
- Ensure regular contact with the ED and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges
- Liaise with the ED to maintain an overview of the organization's affairs, providing support as necessary
- Ensure that the ED has the opportunity for professional development and has appropriate external professional support

Relationship with the President

- The President is responsible for setting an organizational vision and strategy for the Organization
- Establish and build a strong, effective and a constructive working relationship with the



President, ensuring s/he is held to account for achieving agreed strategic objectives

Additional information

The Chair acts for the President when the President is not available and undertakes assignments at the request of the President. When the Chair is not available, the Executive Director will undertake their assignment.

The above list is indicative only and not exhaustive. The Chair will be expected to perform all such additional duties as are reasonably commensurate with the role.

Person Specification

Personal Qualities

- Demonstrate a strong and visible passion and commitment to the YP-CDN, its strategic objectives and cause
- Outcome- and detail-oriented
- Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Strong networking capabilities that can be utilised for the benefit of the organization
- Ability to foster and promote a collaborative team environment
- Ability to commit time to conduct the role well, including travel and attending events out of office hours

Experience

- Significant experience of chairing meetings and events, including monthly virtual meetings
- Experience of operating at a senior strategic leadership level within an organisation
- Experience of organizational governance and working with or as part of a Board
- Experience of external representation, delivering presentations and managing stakeholders

Knowledge and skills

- Strong leadership skills, ability to motivate staff and volunteers and bring people together
- Strong organizational and task-management skills
- Broad knowledge and understanding of the Civil Society sector and organizational governance
- A broad understanding of charity finance issues

Term

The YP-CDN Chair (and board members) will serve a two-year term to be eligible for re-appointment for additional terms.