



Role Description for the Chief Executive

1. To provide leadership to Blesma and to be responsible for the management and administration of the Association within the strategic, policy and accountability framework laid down by the Board of Trustees (the Board).

1.1 Leadership

1.1.1. to lead, inspire and motivate staff and volunteers.

1.1.2. to assist the Board by ensuring that Blesma's values, ethos and policies are relevant, fair and consistently implemented.

1.1.3. to develop an Association that is constantly seeking ways to learn and to improve its performance.

1.1.4. to develop and maintain an environment that attracts and retains the best staff and volunteer.

1.2. Plans and Programmes

1.2.1. to assist the Board in setting the strategic vision.

1.2.2. to take primary responsibility in developing the consequential Plans and Programmes (P & P) necessary for delivering the strategic vision.

1.3. Management

1.3.1. to develop the P & P and maintain them as a rolling 5 year programme, defined as part of a structured iterative process between the executive and the Board.

1.3.2. to be accountable to the Board for the proper and effective administration of Blesma, by ensuring that the Association has an appropriate management structure and systems in order to fulfil its strategic objectives and to carry out its work.

1.3.3. to ensure that all management policies and decisions support the agreed strategic vision values and philosophy of Blesma.

1.3.4. to identify appropriate methods for monitoring the performance of Blesma and to report back to the Board on the performance of the Association against its strategy vision, operational and annual plans; and against the annual budget as approved by the Board.

1.3.5. to ensure that the recruitment, management, training and development of staff reflect good employment practice and are directed towards achieving the Association's objectives.

1.4. Finance and Risk

1.4.1. to be responsible to the Board for the overall financial health of Blesma, including developing, overseeing and monitoring an effective programme of income generation.

1.4.2. to ensure finance and risk is regularly reviewed by the Board and the Senior Management Team (SMT); that systems have been established to mitigate these risks; and to ensure that a risk analysis is automatically carried out when taking on new work.

1.4.3. to have in place effective mechanisms to ensure the robustness of external and internal controls (both financial and non-financial).

1.5. External and Internal Relations

1.5.1 to foster good communications throughout the Association and externally.

1.5.2 to develop Blesma's public profile and foster good relations with the Government, Ministry of Defence, Veterans UK, Department of Health, COBSEO, Service charities and other external stakeholders.

1.5.3. to set up mechanisms for listening to the views of current and future members and their dependants on the performance of Blesma, as well as on areas for future development.

1.5.4. to monitor the external environment for changes which might affect Blesma, to advise the Board pro-actively and to take necessary action.

1.6. Legal and Regulatory Compliance

1.6.1. to ensure that Blesma fulfils all its legal, statutory and regulatory responsibilities.

2. Together with the Chairman, to enable the Board to fulfil its duties and responsibilities for the proper governance of Blesma and to ensure that the Board receives timely advice and appropriate information on all relevant matters.

2.1. Strategy and Planning

2.1.1. in partnership with the Chairman, to ensure that the trustees set the values, ethos, vision, strategic objectives and strategic priorities for Blesma.

2.2. Governance

2.2.1. draw the Board's attention to matters that it should consider and decide.

2.2.2. to ensure that the Board receives all necessary advice, guidance and information on matters relating to current performance, the short and long-term future of Blesma, regulatory and legal compliance and other appropriate issues; making sure that such advice, guidance and information are timely, honest, balanced and relevant.

2.2.3. to ensure that the staff understand and support the governance role of the Board and that there is a positive and constructive working relationship between the Board and the Executive.

2.2.4. to ensure, with the Chairman and through the Governance Sub-Committee, that the Board reviews regularly the Association's governing instruments, the governance structure and to assist with the Board's assessment of its own performance.

2.2.5. in partnership with the Chairman and the Governance Sub-Committee, to ensure that the Board's delegated authority is recorded in writing, understood fully by the staff and volunteers and that all agreed reporting procedures are followed.

2.2.6. to ensure that the Board has access to relevant external professional advice and expertise.

2.2.7. to assist the Chairman and the Governance Sub-Committee in ensuring that there is a systematic, open and fair procedure for the recruitment or co-option and the subsequent election of trustees, future Chairman of the Board and future Chief Executive.

2.2.8 to work with the Chairman and the Governance Sub-Committee to ensure that all members of the Board receive appropriate induction, advice, information and training in order to achieve the best value from each member of the Board.

2.3. Board Meetings

2.3.1. to ensure that the Board is given the information it needs to perform its duties in a timely fashion.

2.3.2. in partnership with the Chairman, to develop an annual programme of Board and sub-committee meetings and Board away-days.

2.3.3. in partnership with the Chairman to ensure that the right and appropriate items reach Board agendas and that high-quality papers support each item on the agenda.

2.3.4. to assist the Chairman in ensuring that the Board focuses on its governance role by making sure that the Board agenda and papers do not draw the Board away from governance and into unnecessary detail and management issues.

2.3.5. to report to the Board regularly on the performances of Blesma, progress towards strategic priorities and the achievement of Board policies.

2.3.6. to submit high-level policy proposals for the approval of the Board, or assist the Board in the development of these policies and to be responsible for the efficient and effective achievements of these policies.

2.3.7. to implement Board decisions.

2.4. Relationship with the Chairman

2.4.1. to have regular one-to-one meetings with the Chairman of the Board in order to mutually discuss progress and problems, agree expectations of each other, plan the Board's annual programme together and prepare together for meetings; and hold similar meetings with the relative chairman of each sub-committee.

2.4.2. in close consultation with the Chairman, to agree respective roles in representing Blesma and acting as spokesperson at public functions, public meetings and to the media.