NATIONAL WOMEN'S COUNCIL

POSITION STATEMENT OF CHAIRPERSON

The Chairperson is responsible for:	
1.	**Meetings**
(i)	Chairing Board and general meetings.
(ii)	Upholding rigorous standards of preparation for meetings.
(iii)	Running the Board and ensuring its effectiveness in all aspects of its role, including regularity and frequency of meetings.
(iv)	Setting the Board agenda, taking into account the issues and concerns of all Board members.
(v)	The agenda should be forward looking, concentrating on strategic matters.
(vi)	Ensuring that there is appropriate delegation of authority from the Board to executive management and Board committees.
(vii)	Ensuring the Board's committees are properly structured with appropriate terms of reference.
(viii)	Encouraging all Board members to engage in Board and Committee meetings by drawing on their skills, experience, knowledge and, where appropriate, independence.
(ix)	Ensuring that the Board members receive accurate, timely and clear information, including that on the organisation's current performance, to enable the Board to take sound decisions, monitor effectively and provide advice to promote the success of the organisation.
(x)	Managing the Board to allow enough time for discussion of complex or contentious issues.
(xi)	The Chairperson should ensure that Board members have sufficient time to consider critical issues and obtain answers to any questions or concerns they may have and are not faced with unrealistic deadlines for decision making.
(xii)	Ensuring that the decisions by the Board are executed.

2.	**BOARD MEMBERS**
(i)	Facilitating the effective contribution of Board members and encouraging active engagement by all members of the Board.
(ii)	Ensuring constructive relations among all members of the Board.

3.	**INDUCTION, DEVELOPMENT, SUCCESSION AND PERFORMANCE EVALUATION**
(i)	Ensuring that new Board members participate in a full, formal and tailored induction programme, facilitated by the Manager.
(ii)	Ensuring that the development needs of Board members are identified and, with the Manager having a key role, that these needs are met. The Board members should be able to continually update their skills and the knowledge and familiarity with the organisation required to fulfil their role on the Board and its committees.
(iii)	Mentoring to develop skills and enhance Board members' confidence and encourage them to speak up and make an active contribution at meetings.
(iv)	Identifying the development needs of the Board as a whole to enhance its overall effectiveness as a team.
(v)	Overseeing a formal succession plan for the Board, Manager and certain senior management appointments such as the Programme Coordinator, Human Resource Officer/Senior Human Resource Officer and Accounts Officer.
(vi)	Ensuring the performance of the Board, its committees and individual Board members is evaluated at least once a year and acting on the results of such evaluation by recognising the strengths and addressing the weaknesses of the Board. Where appropriate, proposing that new Board members be appointed to the Board or seeking the resignation of others.

4.	**RELATIONS WITH STAKEHOLDERS**
(i)	Ensuring effective communication with the parent Ministry and other stakeholders.
(ii)	Maintaining sufficient contact with major stakeholders to understand their issues and concerns, in particular discussing governance and strategy with them.
(iii)	Ensuring that the views of stakeholders are communicated to the Board as a whole so that all Board members develop an understanding of their views.

5.	ADDITIONAL NOTES
	In addition, the Chairperson should:
(i)	Set the ethical tone for the Board and the organisation and uphold the highest standards of integrity and probity.
(ii)	Set the agenda, style and tone of Board discussions to promote effective decision making and constructive debate.
(iii)	Ensure that he/she is fully informed about all issues on which the Board will have to make a decision, through briefings with the Manager and members of the executive management as appropriate.
(iv)	Ensure clear structure for, and the effective running of Board committees.
(v)	Ensure effective implementation of Board decisions.
(vi)	Promote effective relationships and open communication between Board members both inside and outside the boardroom, ensuring an appropriate balance of skills and personalities.
(vii)	Build an effective and complementary Board, initiate change and plan succession in Board appointments (except that of a successor as Chairperson) subject to the approval of the Board.
(viii)	With the assistance of the Manager promote the highest standards of corporate governance. If full compliance is not possible, ensure that the reasons for non-compliance are fully understood, agreed by the Board and explained to stakeholders.
(ix)	Ensure an appropriate balance is maintained between the interests of stakeholders (employees, customers, suppliers and the community).
(x)	Ensure the long-term sustainability of the organization.
(xi)	Ensure the continual improvement in quality and calibre of the executives;
(xii)	Establish a close relationship of trust with the Manager, providing support and advice while respecting executive responsibility.
(xiii)	ensuring effective communication with stakeholders.
(xiv)	Building and maintaining stakeholders trust and confidence in the organisation and in conjunction with the Manager, representing the organisation to key stakeholders.

Approved by the Board at its 48th Meeting held on 27th October 2025.

NATIONAL WOMEN'S COUNCIL
OCTOBER 2025.