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**LAY DIRECTOR**

**UKBHC Ltd Standing Orders June 2022 - 5: Membership of the Board**

**5.1** The membership of the Board shall be:

**c.** Four persons appointed as lay directors of the Board.

A person shall be eligible for appointment as a lay director of the Board if he or she:

**i.** has not practiced as a healthcare chaplain or held any post with a healthcare chaplaincy organisation, body or group.

**ii.** has a demonstrable interest in promoting the objects of the Board; and

**iii.** has no persisting conflicting interests with the purpose and objectives of the Board.

**6. Election of Members**

**6.2** The Board may request additional information to determine that the nominated person:

**a.** can fulfil clause 5.1(c)above;

**b.** has the required experience and knowledge to fulfil the vacant role; and

**c.** can make an appropriate contribution to the Board.

**6.3** All nominees being considered for appointment will be interviewed.

**6.4** Nominated persons will be elected by members of the Board either by a:

**a.**majority vote in the case of a single candidate for vacant position; or

**b.**simple majority ballot in the case of more than one candidate for a vacant position.

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# Lay Director Role Specification

## Responsibilities

The primary aim of UKBHC is the safety and wellbeing of the public, which it achieves by setting high standards for the professional practice of healthcare chaplains that are on the register. Lay Directors must be committed to supporting UKBHC achieving this aim. They must have the courage to speak out and challenge, working effectively with fellow Board members. They do not necessarily have to have specialist knowledge of regulation or of the health and care service but should bring skills, knowledge and experience that will complement the work of the Board. Lay members will be appointed directors of UKBHC Ltd, a private company limited by guarantee without share capital.

## The role of Lay Directors is to:

**Provide strategic direction for the UKBHC:**

1. Taking responsibility for corporate strategy, business plans and budgets and the development of the framework for reviewing policy and operational performance.
2. Overseeing the development of policy and taking major policy decisions.

**Ensure and review the effectiveness of the UKBHC in fulfilling its stated purpose:**

1. Ensuring that the focus of the Board is on the core purpose of safety and wellbeing of the public.
2. Evaluating the effectiveness of UKBHC in fulfilling its stated purpose.

**Provide oversight of UKBHC operations, ensuring that they are aligned with strategic direction:**

1. Holding the Board to account for the management of day-to-day operations, ensuring that resources are used effectively and appropriately.
2. Holding the Board to account for ensuring that UKBHC operations are organised in ways which facilitate the delivery of core functions to best effect, and that this is kept under review as circumstances change.

**Monitor the external relationships of the UKBHC, to ensure that the confidence of the public and of stakeholders is maintained:**

1. Ensuring that the UKBHC has measures in place to engage with stakeholders and with other relevant organisations and government agencies in the UK.
2. When appropriate, act personally to support and promote the interests of the UKBHC externally.

**Fulfil all responsibilities as directors of UKBHC Ltd:**

1. Ensuring that the UKBHC acts at all times within the framework of relevantlaw, and fulfils its stated purposes.
2. Taking responsibility for all appropriate functions, including property management; the employment of staff; health and safety; and equality and diversity.

## Essential competencies (Skills, knowledge or behaviours):

The competencies which all Board members need in order to be able to fulfil this role are:

1. Demonstrable understanding of, and commitment to, the protection of the public through professional regulation.
2. Clear appreciation of the role, and approaches to holding the Board to account through constructive challenge.
3. Ability to contribute to the Board at a strategic level, demonstrating analytical skills and sound judgement.
4. Ability to understand and contribute to the organisational and business issues with which the Board deals.
5. Ability to work successfully as part of a team, respecting and listening to others, earning the respect of colleagues, and contributing constructively to collective decision-making processes.
6. Understanding of the role of a lay director, and capacity to fulfil this role effectively.
7. Personal commitment to good governance and upholding the recognised principles of public life.

**Essential values (The principles or ideals that are important for this role)**

1. Open-Mindedness.
2. Respect for others regardless of background or views
3. Service of others
4. Teamwork
5. Honesty/Integrity
6. Harmony

* To ensure openness and transparency, as/when vacancies arise, they will be widely publicised through an expressions of interest process.
* This process will include requirement for Expression of Interest form and CV.
* An interview panel will be set up to shortlist and then to interview. The panel will consist of three designated Board members (one of whom must be a Lay member)
* Panel recommendations will be presented to the Board for consideration.
* Please note, there must be two referees supporting the expression of interest, who can confirm suitability and capability for the role
* This is a voluntary role, but reasonable expenses can be claimed for attendance at meetings or other necessary agreed UKBHC expenses

**UKBHC Lay Director**

**Expression of interest**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact address & email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Please attach separate CV: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please outline how your experience aligns with the requirements of a Lay Director set out above. Please also describe any particular skills, knowledge and experience you bring and contributions you can make: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Explain your future vision for UKBHC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Referees - Name, Role, Email address:**

**1: ........................................................................................................................................................**

**............................................................................................................................................................**

**2: ........................................................................................................................................................**

**............................................................................................................................................................**

**Date: ..................................................................................................**

**Please confirm you are eligible for appointment (see paragraph 5.1c above): YES /NO**

**Signature: .........................................................................................**

Please complete and return by 26th April 2024, to the secretary, Derek Johnston, at -

[**secretary@ukbhc.org.uk**](mailto:secretary@ukbhc.org.uk)

Website - [UK Board of Healthcare Chaplaincy - UKBHC](https://www.ukbhc.org.uk/)