**EMBRACE QUALITY CARE**

**Role Description**

**Independent Director**

## Overall responsibilities

The Directors are legally responsible for the running of Embrace Quality Care on behalf of Katharine House Hospice, the company’s parent charity. Board members are either trustees of the charity or Independent Directors.

### The role of the Board of Directors

The Board of Directors is responsible for:

1. Setting the strategic direction and objectives of Embrace Quality Care in accordance with the expectations of the parent charity.
2. Setting the policy framework within which Embrace Quality Care should operate.
3. Ensuring there is effective governance of Embrace Quality Care
4. Ensuring that Embrace Quality Care makes the most effective use of its resources.

### Main duties

## Develop a sound knowledge of Embrace Quality Care and its operations.

## Determine the strategic aims and objectives of Embrace Quality Care and define such policies as are necessary for the effective management of Embrace Quality Care within the values and ethos desired by its Board and the Board of the Oarent Charity.

1. Monitor performance against objectives.
2. Ensure policies are implemented as agreed by Directors.
3. Ensure there is effective delegation of responsibility through the Registered Manager
4. Ensure the company conducts its business within all legal frameworks that may be in place from time to time, including (but not limited to) Company Law, Acts governing the provision of care, Employment Law, and Health and Safety legislation.

## Personal contribution

1. Be an active member of the Board of Directors.
2. Constructively challenge the directors who are also the trustees of the charity to ensure the interests of Embrace Quality Care remain the sole focus of the board.
3. Contribute to the decision-making process, respecting the views of fellow Directors and presenting personal views in a positive and constructive manner.
4. Adhere to the decisions agreed by the Board of Directors.
5. Contribute specific skills, interests and contacts to promote the work of Embrace Quality Care.
6. Take part in training sessions provided for the benefit of Directors.
7. Participate in such Away Days as may be arranged from time to time
8. Participate in regular reviews of your personal engagement.
9. Fulfil such other duties and assignments as may be required from time to time by the Board.

## Contribution to Committees

Embrace has no committees of the board. If the board decides to establish such in the future engagement with the committees would be expected as agreed by the board.

## Requirements

1. All Directors must have a valid DBS clearance as a requirement of the Embrace Quality Care’s registration with the Care Quality Commission.
2. All Directors must sign a declaration to state they are eligible to act as company directors.
3. All Directors must retain information about the operation of Embrace Quality Care in strict confidence.

## Term of office

There is no fixed term of office for Independent Directors.

## Time commitment

Directors are expected to provide sufficient time for induction.

There are generally four board meetings per annum.

Independent directors are expected to attend at least 75% of the meetings of the Board.

Directors are expected to attend ad hoc Away Days when possible.