

# Viable Corporate Services Board Opportunity: Role of Chair

October 2024



Changing Business,  
Changing Lives.

100 Great Patrick St, Belfast BT1 2LU



*Together We're Stronger*

# Welcome to Viable Corporate Services

Viable Corporate Services was established in 2015 as a professional services provider for our shareholders Include Youth and Voice of Young People in care.

Driven by our Board and Senior Management Team we have grown to deliver the portfolio to SME's across both the private and 3rd Sectors.

As a Social Enterprise, our profits support Young People in Care, and those from disadvantaged backgrounds, providing funding for programming in our parent charities, The Voice of Young People in Care (VOYPIC), and Include Youth.

We provide services across distinct functional areas, working to achieve our mission of providing high-quality client engagements at every client interaction. Our services include:



Bookkeeping, Payroll and Financial Management Reporting



Human Resources



Management & Governance Training



Strategic Consulting

We're proud to be the only Social Enterprise in the United Kingdom (UK) providing these services, using our truly unique business model to help create small changes in business, and create changes in lives with purposeful profit. Our Values reflect how we work with our clients :

*Together We're Stronger.*

Value 1  
We respect.

Value 2  
We listen.

Value 3  
We respond.

Value 4  
We develop.

Value 5  
We solve.

It's an exciting time for Viable Corporate Services having recently moved into our new purpose built facility at 100 Great Patrick Street with our shareholders. This facility provides a unique collaborative working environment to not only deliver professional services to our shareholders but also to deliver and host our client base from across Northern Ireland. As we look to the future we are keen to scale our presence across the region and evolve our services to respond directly to the needs of our clients.



# Role of Chair

## **Role: Board Chairperson**

### **Overall Purpose**

To provide leadership and direction to the Board, safeguard its integrity and reputation, enabling Directors to fulfil their responsibilities for the overall governance and strategic direction of the organisation. Developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

To work in partnership with the Chief Executive to ensure that Board decisions are acted upon and the Organisation is managed in an effective manner.

### **Main Responsibilities**

- Leading the Board to support the Chief Executive to develop business plans for the organisation.
- Providing support and leadership to the Chief Executive and ensuring that the organisation is run in accordance with the decisions of the Board and the organisation's governing document.
- Liaising with the Chief Executive to draft agendas for Board meetings and ensure that the business is covered efficiently and effectively in those meetings.
- Undertaking a leadership role in ensuring that the Board fulfils its' non-executive responsibilities for the governance of the organisation.
- Acting as the channel of communication between the Directors and staff, in situations where it does not undermine the organisation's senior management team.

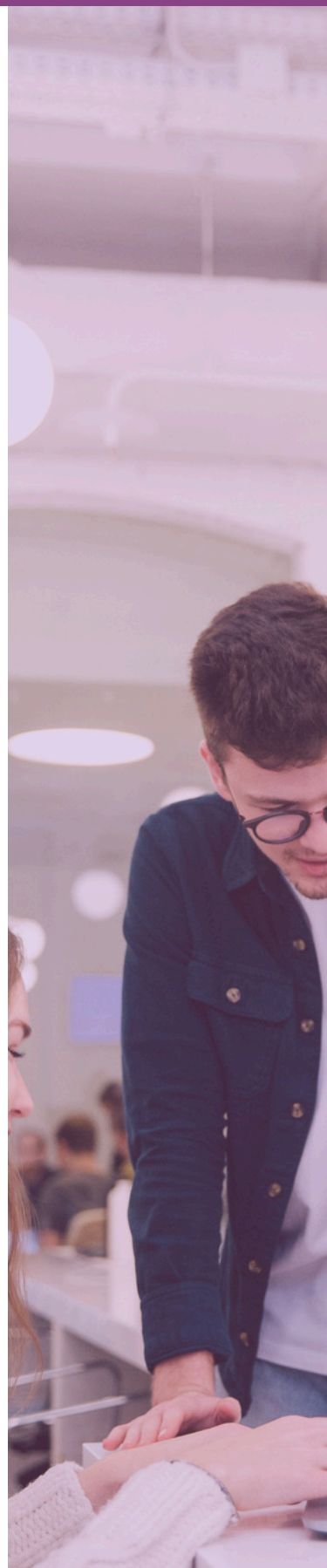
### **Main Duties**

- Planning, setting and chairing Board meetings and General Meetings.
- Ensuring that the Board receives accurate, timely and clear information, in particular about the organisation's performance against budget and business plan; to enable the Board to take sound decisions, monitor effectively and provide advice to promote the success of the organisation.
- Ensuring Board decisions are acted upon.
- Encouraging the active engagement and involvement of all Board Directors.
- Supporting and appraising the work of the Chief Executive.
- Leading disciplinary, remuneration and appointment committees.
- Representing the organisation at functions, meetings and in the press and broadcasting media, when required.
- If required, acting between full meetings of the Board either with Board-delegated authority or to coordinate such authorisation to meet emergent requirements.

### **Number of Board Meetings**

- There are typically 6 Board Meetings per Annum.

This is a voluntary position; reasonable expenses will be reimbursed.



# How to Apply

## How to Apply

To apply for the role, please send a CV and a covering letter outlining your motivation and suitability for the role to:

Viable Corporate Services CEO, Annette Greer at [annette@viablecs.org](mailto:annette@viablecs.org) by Friday 8 November 2024 at 12 noon.

Shortlisted candidates will be invited for an interview with a panel of board members.





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