

Advisory board chair

Often, the appointment of an experienced external advisor to the role of advisory board chair is the best place to start. An effective chair will be able to guide you through the early stages of establishing your advisory board.

This description of qualities is a guide only. Modify it to match your organisation's needs.

A potential candidate for this role may well take the lead in discussions about their appointment so they can clearly understand what you are asking them to do. Having a clear view of the role in advance will you answer any questions that they may have.

Overview of the role

The chair of the advisory board is responsible for ensuring that they, and other members, contribute optimally to achieving the agreed expectations of the business.

Qualities and areas of responsibility

Strategic leadership

- Guide the operations of the advisory board including the setting of agendas for meetings in collaboration with the business
- Lead advisory board meetings in a manner that encourages participation and information sharing from all advisory board members
- Provide (and facilitate from other advisory board members) qualified guidance and support to the business at appropriate times
- Challenges the business's thinking to consider what is outside the box and encourage innovation.

Business acumen

- Recognises what makes a critical difference for both the business and the particular market.

Communication and engagement

- Serve as the advisory board's central point of official communication with the business.
- Develop a positive and collaborative relationship with the business representative, including acting as a sounding board for the business representative on emerging issues and alternative courses of action
- Stay up to date with respect to the entity's operation and determine when an issue might be resolved via interaction with and guidance from the advisory board.

Attributes

- Is truthful, trustworthy and demonstrates absolute integrity
- Upholds and lives by a strong personal standard of ethics
- Fosters cooperation and effective teamwork, is participative, collaborative and collegial, values the input of others
- Demonstrates a strong, positive first impression.