

**Role of Chair**

**Research Funding Scheme:**

**Health Research Grant (HRG) Funding Board**

The Chair has a senior role in chairing and leading the above Health and Care Research Wales Funding Board. The Chair will possess skills and experience of managing boards, committees or panels, along with a background in research as a senior academic.

**Role of Chair**

The Chair is independent of the funding body (Health and Care Research Wales, Welsh Government), and is a non-voting role.

The Chair’s responsibilities are to:

* manage the meeting schedule and process;
* ensure that every application gets a fair assessment;
* manage the conflict of interest policy;
* summarise Board discussions and feedback to applicants;
* summarise Board decisions and funding recommendations
* sign-off the minutes of Board meetings;
* assist Health and Care Research Wales with the assessment of subsequent variation requests relating to Board discussions and decisions.

In the absence of the Chair for any reason, including conflict of interest (for particular applications) or illness, proceedings shall be chaired first by the Deputy Chair or, in their absence, by an appointed Board member.

**Duration of Tenure**

The Chair is usually recruited for a term of three meetings. This term can be extended or reduced by mutual agreement.

The Board meeting is biennial and can be held either virtually or face-to-face, for usually one day, but potentially two depending on the number of applications to be considered. The next board meeting will be **24 June 2021**, this is currently expected to be a virtual meeting. The newly appointed Chair will be expected to be available for this meeting to observe and shadow the current Chair to form part of their induction.

**Remuneration**

This is an unpaid role, but all reasonable expenses including accommodation, travel and subsistence costs associated with the role will be met by Health and Care Research Wales.