

Job Title: Chair of Trustees

Background: A general background in strategy, governance, finance, fundraising would be useful. Previous managerial or leadership experience would be welcomed.

1.0 Role Summary

- Provides leadership and direction to the board of Trustees and enable the Board to fulfil their responsibilities for the overall governance and strategic direction of the Trust.
- Ensures that the Trust pursues its objects as defined in its governing document, charity law, company law and other relevant legislation/regulations.
- Facilitates the board of trustees in stimulating excellent, well-rounded and carefully considered strategic decision-making.

2.0 Main Responsibilities of the Chair

In relation to the Board

- Formulate strategic plans and regular review of long-term strategic aims of the charity.
- Develop organisational policies, define goals, targets and evaluate performance against agreed targets.
- Approve the annual cycle of the board meetings, meeting agendas, chair and facilitate meetings, monitor decisions taken at meetings and ensure they are implemented.
- Liaise regularly with the Treasurer to maintain a clear grasp of the charity's financial position and to ensure full and timely financial transparency and information disclosure to the Board.
- Lead and mentor other Board members to fulfil their responsibilities and enable access to training/coaching/information to enhance the overall contribution of the board.
- Annually review the Board structure, role, staff relationships and ensure implementation of agreed changes/developments are carried out.
- Encourage team working among Board members and encourage them to identify and recruit new trustees as required.

In relation to the community and code of conduct

- Represent the organisation as a spokesperson at appropriate events, meetings or functions.
- Protect and manage the property of the organisation.
- Lead the Board in fostering relations with the public and potential funders/donors.
- Act as final stage adjudicator for disciplinary and grievance procedures, if required.
- Facilitate change and address conflict within the Board of Trustees or within the Membership
- Undertake review of external complaints as defined by the organisation's complaints procedure.
- Ensuring adherence and compliance around key policies to e.g. Equality of Opportunity, Health & Safety and in all decisions and discussions of the Board and the Trust Membership.
- Attend and be a member of other committees or working groups when appropriate in role as Chair.
- In order to perform the above role, the Chair should have reasonable access to all staff and information, in line with the board's fiduciary duties.

3.0 Qualities of a Chair

Essential

- Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship.
- Commitment to the charity's objects, aims and values and willingness to devote time to carry out responsibilities.
- Strategic and forward looking vision in relation to the charity's objects and aims.
- Good, independent judgement, political impartiality and the ability to think creatively in the context of the organisation and external environment.
- Good communication and interpersonal skills and the ability to respect the confidences of colleagues.
- Balancing tact and diplomacy with willingness to challenge and constructively criticise.

Desirable

- Prior experience of committee/trustee work.
- Knowledge of the type of work undertaken by the organisation.
- A wider involvement with the voluntary sector.
- Experience of chairing meetings, committee work, some experience of charity finance, charity fundraising.
- Leadership skills exercised through a period change.

4.0 Time Commitment

- The Board meets at least 4 times a year, initially more frequently and the Chair is expected to be available for all these meetings, other than in exceptional circumstances.
- In addition to Board Meetings, other contact – usually electronic or by telephone – will be necessary.