



## Chair Role Description

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<b>Job Title:</b>	Chair of Trustees
<b>Direct Report:</b>	Senior member of paid staff (Chief Executive) and Board of Trustees.
<b>Background:</b>	A general background in strategy, governance, finance, HR, fundraising would be useful. Previous experience as a Chair or trustee 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 organisation.
- Ensures that the organisation pursues its objects as defined in its governing document, charity law, company law and other relevant legislation/regulations.
- Works in partnership with the Chief Executive
- Supports the employees, helping them achieve the aims of the organisation; and to optimise the relationship between the board of trustees and the staff.
- 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.



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- Create a strong, profitable and fulfilling working relationship with trustees and the Chief Executive through review and self-reflective evaluation of contributions and effectiveness of the Board.

### **In relation to the Chief Executive Officer (CEO)**

- In participation with the Board, appoint the CEO and lead the process of appraising and constructively guiding the performance of the CEO.
- Assume guardianship of the legal and financial integrity of the organisation.
- Consult with CEO on matters of strategy, governance, finance and HR.
- Oversee the CEO's activities in the context of the implementation of Board's strategy and policies.
- Maintain careful oversight of any risk to reputation and/or financial standing of the organisation.
- Receive regular informal progress reports of the organisation's work and financial performance through the CEO.

### **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 potential clients 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, within the organisation and liaise with the Chief Executive to achieve this.
- 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 its sub-committees.
- 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 and adhering to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- 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.



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- 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 6 times a year and the Chair is expected to be available for those meetings and for the AGM. The Chair may also need to attend certain sub-committee meetings
- It is important that the Chair is able to visit the organisations office(s) and be available to the Chief Executive/senior paid staff members on a regular basis.
- In addition to Board Meetings, other contact – usually electronic or by telephone – will be necessary.
- The Chair will also need to represent the organisation at external events and functions, as appropriate