

Role Description:

Chair of Board of Trustees

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1. Role purpose

The Chair will provide inclusive leadership to the Board of Trustees, ensuring that each trustee fulfils their duties and responsibilities for the effective governance of the charity, and holds the Board and Senior Leadership Team to account for the Charity's mission and vision. The Chair will support the Senior Leader to ensure that the Board functions as a unit and works closely with the executive of the charity to achieve agreed objectives.

2. Principal responsibilities

Strategic leadership

- Provide leadership to the Board, ensuring that the Charity operates within its charitable objectives and provides a clear strategic direction for the Charity
- Ensure that Trustees fulfil their duties and responsibilities for the effective governance of the Charity
- Ensure that the Board is able to regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities and manage and mitigate the risks
- Ensure that the Board fulfils its duties to ensure sound financial health of the charity, with systems in place to ensure financial accountability

Governance

- Ensure that the governance arrangements are working in the most effective way for the Charity
- Encourage positive change where appropriate and address and resolve any conflicts within the Board
- Appraise the performance of the Trustees and the Board
- Ensure that the Board of Trustees is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively and which also reflects the wider population

Efficiency and Effectiveness

- Chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision-making process, ensuring that meetings are well planned and meaningful



- Ensure that Trustees are fully engaged and that decisions are taken in the best, long-term interests of the Charity and that the Board takes collective ownership
- Foster, maintain and ensure that constructive relationships exist with and between the Trustees

Relationship with the Senior Leader and the Senior Leadership Team

- Establish and build a strong, effective and a constructive working relationship with the Senior Leader, ensuring they are held to account for achieving agreed strategic objectives
- Ensure regular contact with the Senior Leader and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges
- Provide support to the Senior Leader in the running of the charity and management of the Senior Leadership Team, whilst respecting the boundaries that exist between the two roles
- Conduct an annual appraisal and remuneration review for the Senior Leader in consultation with other Trustees

3. Time commitment

The Chair will:

- Attend 4 Board meetings per year [6 hours per annum]
- Have regular meetings with the Senior Leader [12 hours per annum]
- Have regular meetings with trustees as required [12 hours per annum]
- Represent the Charity at various events and meetings [4 hours per annum]
- Attend Committees as required

Total time commitment: 34 hours per annum.

4. Person Specification:

In addition to the qualities required of a Trustee of the charity, the Chair must also meet the following requirements:

Personal qualities

- Demonstrate a strong and visible passion for the church's mission
- Demonstrate high character of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.
- Demonstrate tact and diplomacy, with the ability to listen, engage effectively, and foster a collaborative team environment
- Appreciate the boundaries that exist between the role of the trustees and the executive
- Able to commit time to conduct the role well.



Experience

- Experience of operating at a senior strategic leadership level within an organisation
- Experience of charity governance and working with or as part of a Board of Trustees
- Experience of external representation and managing stakeholders

Knowledge and skills

- Strong leadership skills, ability to motivate staff and volunteers and bring people together
- Financial management expertise and a broad understanding of charity finance issues
- Good understanding of charity governance issues

5. Reporting to

Board of Trustees

6. Term of Office

The Chair shall be appointed by majority vote of the trustees, and serve a three-year term to be eligible for reappointment for one additional term. The Chair can be removed by majority vote of the trustees.

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