

Job Description – Chair of Trustee’s

The statutory duties of a Trustee of a Charity and Company Limited by Guarantee

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the organisation pursues its objects as defined in its governing document.
- To ensure the organisation uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation.
- To protect and manage the property of the charity and to ensure the proper
- If the charity employs staff, to appoint the chief executive officer and monitor his / her performance.

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise.

Additional duties of the chair

- Planning the annual cycle of Board meetings (in conjunction with the Chief Executive)
- Setting agendas for board meetings
- Chairing and facilitating board meetings
- Giving direction to board policy-making
- Monitoring that decisions taken at meetings are implemented
- Representing the organisation at external events, functions and meetings
- Bringing impartiality and objectivity to decision-making
- Acting as a spokesperson as appropriate
- Where staff are employed:
 - Liaising with the Chief Executive to keep an overview of the organisation's affairs and to provide support as appropriate;
 - Leading the process of appraising the performance of the Chief Executive;
 - Sitting on appointment and disciplinary panels where appropriate, including appeals hearings;

- Liaising with the Chief Executive Officer to develop the Board of Trustees
- Facilitating change and addressing conflict within the Board and within the organisation, liaising with the Chief Executive (if staff are employed) to achieve this.

The Vice-Chair acts for the Chair when they are not available and undertakes assignments at the request of the Chair.

Chair person specification

- Commitment to the organisation
- Willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Leadership skills
- Experience of committee work
- Tact and diplomacy
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences

The Chair/Vice-Chair should have detailed knowledge of the type of work undertaken by the organisation across. A wider involvement with the voluntary sector and other networks is desirable.