



Role description – Chair of trustees

The Chair will hold the Board and Executive Team to account for the Charity's mission and vision, providing inclusive leadership to the Board of Trustees, ensuring that each trustee fulfils their duties and responsibilities for the effective governance of the charity. The Chair will also support the Chief Executive and ensure that the Board functions as a unit and works closely with the entire Executive of the charity to achieve agreed objectives. He or she will act as an ambassador and the public face of the charity in partnership with the Chief Executive.

Principal Responsibilities

1. Strategic leadership

- Provide leadership to Caring Together and its board, ensuring that the charity has maximum impact for its beneficiaries.
- Ensure that Trustees fulfil their duties and responsibilities for the effective governance of the charity.
- Ensure that the board operates within its charitable objectives and provides a clear strategic direction for 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.

2. Governance

- Ensure that the governance arrangements, including the sub-committee structure, are working in the most effective way for the charity.
- Develop the knowledge and capability of the board.
- Encourage positive change where appropriate and address and resolve any conflicts within the board.
- Appraise the performance of the trustees on an annual basis.
- Appraise the performance of the board every 2-3- years.
- 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 which reflects the wider population that it serves.
- Work within any agreed policies adopted by the charity.

3. External Relations

- Act as an ambassador for the cause and the charity.
- Act as a spokesperson for the organisation when appropriate.
- Represent the charity at external functions, meetings and events.
- Facilitate change and address any potential conflict with external stakeholders.

4. Efficiency and Effectiveness

- Chair meetings of the board of trustees, bringing impartiality and objectivity to the decision making process.
- 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.
- Work closely with the Chief Executive to give direction to board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of trustees.
- Monitor decisions taken at meetings are implemented.

5. Relationship with the chief executive

- Establish and build a strong, effective and a constructive working relationship with the chief executive, ensuring s/he is held to account for achieving agreed strategic objectives.
- Support the chief executive, whilst respecting the boundaries which exist between the two roles.
- Ensure regular contact with the chief executive and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges.
- Conduct an annual appraisal and remuneration review for the chief executive in consultation with other trustees.
- Ensure that the Chief Executive has the opportunity for professional development and has appropriate external professional support.

6. Additional information

- The role will require significant voluntary time commitment, including regular Board meetings, strategy sessions, and engagement sessions with staff, volunteers and beneficiaries. This is estimated to be 4-6 days per month on average, including meetings.
- The above list is indicative only and not exhaustive.
- The chair will be expected to perform all such additional duties as are reasonably commensurate with the role.