

ROLE DESCRIPTION – CHAIR / VICE CHAIR OF TRUSTEES

In addition to the general responsibilities outlined in the trustee role description, additional duties of the Chair are detailed below. The Vice-Chair acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair.

- Providing leadership to the organisation and the Board by ensuring that everyone remains focused on the delivery of the organisation's charitable purposes in order to provide greater public benefit
- Chairing and facilitating board meetings
- Giving direction to board policy-making
- Checking that decisions taken at meetings are implemented
- Representing the organisation at functions and meetings, and acting as a spokesperson as appropriate
- Bringing impartiality and objectivity to decision-making
- With the Chief Executive/senior staff:
 - Planning the annual cycle of board meetings and other general meetings where required, for example annual general meeting
 - Setting agendas for board and other general meetings
 - Developing the board of trustees including induction, training, appraisal, performance management, and succession planning
 - Addressing conflict within the board and within the organisation, and liaising with the Chief Executive to achieve this
 - Liaising with the Chief Executive to keep an overview of the organisation's affairs and to provide support as appropriate
 - Leading the process of supporting and appraising the performance of the Chief Executive
 - Sitting on appointment and disciplinary panels (as needed)

Vice Chair additional role:

- Trustee Lead for Safeguarding and Health & Safety

PERSON SPECIFICATION – CHAIR / VICE CHAIR OF TRUSTEES

In addition to the person specification for a trustee, the Chair should have the following qualities.

- Leadership skills
- Strategic thinking
- Tact and diplomacy
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences.

In most circumstances, it would also be desirable for the Chair/Vice-Chair to have knowledge of the type of work undertaken by the organisation and a wider involvement with the voluntary sector and other networks.