

## ROLE DESCRIPTION – CHAIR OF TRUSTEES

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In addition to the general responsibilities outlined in the [Trustee Role Description](#), additional duties of the Chair are detailed below.

- 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)

## **PERSON SPECIFICATION – CHAIR OF TRUSTEES**

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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.