

Chair - [ORGANISATION NAME]

Remuneration:	The role of Chair is not accompanied by any financial remuneration, although expenses for travel may be claimed
Location:	[LOCATION]
Time commitment:	[NUMBER] Board meetings per year. The Chair is also expected to have regular meetings with the Chief Executive, and also represent the Organisation at various events and meetings with key stakeholders.

Job Description

Objective

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

Principal responsibilities

Strategic leadership

- Provide leadership to the organisation and its Board, ensuring that the Organisation has maximum impact for its beneficiaries
- Ensure that Directors fulfil their duties and responsibilities for the effective governance of the Organisation
- Ensure that the Board operates within its purposes, and provides a clear strategic direction for the Organisation
- 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 organisation, with systems in place to ensure financial accountability

Governance

- Ensure that the governance arrangements are working in the most effective way for the Organisation
- Develop the knowledge and capability of the Board of Directors
- Encourage positive change where appropriate Address and resolve any conflicts within the Board
- Appraise the performance of the Directors and the Board on an annual basis
- Ensure that the Board of Directors is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the organisation effectively, and which also reflects the wider population
- Work within any agreed policies adopted by the organisation

External Relations

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

Efficiency and effectiveness

- Chair meetings of the Board of Directors effectively and efficiently, bringing impartiality and objectivity to the decision making process
- Ensure that Directors are fully engaged and that decisions are taken in the best, long-term interests of the Organisation and that the Board takes collective ownership
- Foster, maintain and ensure that constructive relationships exist with and between the Directors
- 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 directors
- Monitor that decisions taken at meetings are implemented.

Relationship with the Chief Executive and the wider management team

- 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
- Liaise with the Chief Executive to maintain an overview of the Organisation's affairs, providing support as necessary
- Conduct an annual appraisal and remuneration review for the Chief Executive in consultation with other Directors
- Ensure that the Chief Executive has the opportunity for professional development and has appropriate external professional support

Additional information

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

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.

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Person Specification

In addition to the qualities required of a Director of the organisation, the Chair must also meet the following requirements:-

Personal Qualities

- Demonstrate a strong and visible passion and commitment to the organisation, its strategic objectives and cause
- Personal gravitas to lead a significant national organisation
- Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Strong networking capabilities that can be utilised for the benefit of the organisation
- Ability to foster and promote a collaborative team environment
- Ability to commit time to conduct the role well, including travel and attending events out of office hours

Experience

- Experience of operating at a senior strategic leadership level within an organisation
- Successful track record of achievement through their career
- Experience of organisation governance and working with or as part of a Board of Directors
- Experience of external representation, delivering presentations and managing stakeholders
- Significant experience of chairing meetings and events

Knowledge and skills

- Broad knowledge and understanding of the charitable sector and current issues affecting it
- Strong leadership skills, ability to motivate staff and volunteers and bring people together
- Financial management expertise and a broad understanding of organisation finance issues
- Good understanding of organisation governance issues

Terms

The organisation's Chair (and board members) will serve a three-year term to be eligible for re-appointment for one additional term. *(Can be changed to reflect your terms of office as set out in your governing document)*