

## **Job Description – Chairperson**

### **Purpose**

Our Board of Trustees have overall responsibility for setting the vision and strategic direction of the organisation, with a shared passion for continuous improvement and drive to make a positive impact.

### **Role Summary**

Provides leadership and direction to the board of Trustees and enable the Board to fulfill their responsibilities for the overall governance and strategic direction of the organisation.

Ensures that the organisation pursues its objectives as defined in its governing document, charity law, company law and other relevant legislation/regulations.

Work in partnership with the Chief Executive / senior management team helping them achieve the aims of the organisation; and to optimise the relationship between the board of Trustees and the staff.

Facilitates the board of trustees in stimulating excellent, well-rounded and carefully considered strategic decision-making.

### **Key Duties & Responsibilities**

- Lead the Board, ensuring it carries out its functions effectively and in accordance with its legal duties, corporate governance good practice and the values of the organisation
- In participation with the board, appoint the Chief Executive and lead the process of appraising and constructively guiding the performance of the Chief Executive.
- Ensure the organisation complies with its responsibilities in relation to good governance
- Lead the Board in succession planning, ensuring its members have the right skills, knowledge and diversity and that members promote a culture of continuous improvement, keeping their own skills, knowledge and contribution under review
- Chair Board meetings, ensuring the right topics are on the agenda, all board members contribute to debate, and decisions are clear and based on good quality information
- Build a relationship of mutual respect with the Chief Executive, providing both support and challenge as required, whilst ensuring the staff meet the requirements of the Board and, on behalf of the Board, undertaking line management of the Chief Executive, including an annual appraisal
- Consult with Chief Executive on matters of strategy, governance, finance and HR
- Maintain careful oversight of any risk to reputation and/or financial standing of the organisation
- Promote and represent the Board with staff, service users and external stakeholders as required