

Key responsibilities of the role:

- 1 To work in partnership with the CEO to ensure that Staf has a clear vision, values and strategic direction and that the charity, the Trustees and the CEO are focused on achieving these.
- 2 To ensure that the board of Trustees fulfils its duties and responsibilities for the proper governance of Staf.
- 3 To help the CEO to achieve Staf's aims.

Duties and tasks to fulfil the key responsibilities

- 1 To work in partnership with the CEO to ensure that Staf has a clear vision, values and strategic direction and that the charity, the Trustees and the CEO are focused on achieving these.**
 - 1.1 To ensure that the charity has a clear vision, mission and strategic plan, and that there is a common understanding of these by the CEO and the Trustees.
 - 1.2 To ensure that the Board consider and approve the methods for measuring objectively the progress of the charity in relation to its vision, mission, strategic objectives/priorities, business plans and annual targets.
 - 1.3 To ensure that the executive team reports regularly to the board of Trustees on progress towards the strategic objectives, business and annual plans.
 - 1.4 To ensure that the charity's financial dealings are systematically accounted for, verified and publicly available.

- 2 To ensure that the board of Trustees fulfils its duties and responsibilities for the proper governance of Staf.**
 - 2.1 To chair meetings of the board of Trustees, the Annual General Meeting and other relevant conferences.
 - 2.2 To ensure that the major risks to which the charity is exposed have been reviewed and systems have been established to mitigate these risks without the charity becoming totally risk averse.
 - 2.3 To ensure that board decisions are made in the best, long term interests of the charity, that the board takes collective ownership of these decisions and that decisions taken are implemented.
 - 2.4 In close consultation and in partnership with the CEO to agree respective roles in representing the charity and acting as spokesperson at public functions, public meetings and to the press/media.
 - 2.5 To ensure the board of Trustees regularly reviews the charity's governance structure and the board's performance; has a clear, fair recruitment process including succession planning; provides appropriate induction; encourages regular opportunities for development; has a code of conduct for board members; and clear delegated authority for any sub groups.

3 To help the CEO to achieve Staf's aims.

- 3.1 To provide support to and line manage the CEO on behalf of the board, remembering that the CEO is responsible to the board as a whole and not to any one individual trustee or sub-group of Trustees.
- 3.2 To be responsible for ensuring that the board focuses on its governance role and does not slip incrementally into the management role, i.e. the board holds the management accountable for the charity's work and is not tempted into doing the manager's jobs.
- 3.3 In partnership with the CEO to check that the right items reach board meeting agendas by asking whether the item is a fundamental issue for the charity; whether it has policy implications and whether it is a priority for board time; and that sufficient and timely information is provided to enable informed decisions.
- 3.4 To ensure that there are regular one to one meetings with the CEO when the chair and CEO can talk openly, discuss progress and problems, agree expectations of each other; plan the board's annual programme together and prepare for meetings together. There should be no 'surprises' between chair and CEO at board meetings. Additionally, to ensure that the CEO's performance is reviewed informally at regular one-to-one meetings throughout the year and more formally annually.

Note: Where the chair is expected to 'ensure' that something happens, it is not necessary for the chair to carry out the task themselves but is responsible for making it happen.