



Chair Role Description

Role Summary

The Chair will support the organisation in developing, delivering and monitoring its business plan and providing suitable support and challenges to the Management Team, The Board functions as a unit and the Chair follows our Charity's mission and vision ensuring that each trustee fulfils their duties and responsibilities for the effective governance of the charity.

They may act as an ambassador and public face of the charity in partnership with the Manager.

In addition to the general responsibilities of a Trustee, the Chair has a number of tasks specific to their role.

1. Main Responsibilities of the Chair

- To ensure that the charity has a clear vision, mission and strategic plan, and that there is a common understanding of these by the Manager and the trustees and that proper monitoring methods are in place.
- Ensure an effective relationship - between the board and the staff/volunteer team and between the organisation and the external stakeholders/community
- To provide support to and line manage the organisation's senior person on behalf of the board, remembering that the Manager is responsible to the board as a whole and not to any one individual trustee or sub-group of trustees.
- 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.
- In partnership with the senior person prepare the agenda for each board meeting and ensure that the papers are distributed with sufficient time for all trustees to make informed decisions.
- Liaise regularly with the Treasurer to maintain a clear grasp of the charity's financial position and to ensure full and timely financial transparency and information disclosure to the board.

N.B. 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 making it happen

2. Qualities of a Chair

- A strong and visible passion and commitment to social enterprise and the ambitions of the charity
- Good communication skills; exhibit strong interpersonal and relationship building abilities and be comfortable in an ambassadorial role.

- Ability to run a meeting well whilst allowing all voices to be heard.
- Ability to foster and promote a collaborative team environment.
- Ability to commit time to conduct the role well, including attending Board meetings and other meetings where relevant.

Desirable experience

- Prior experience of Third Sector and in particular social enterprise and their boards.
- Knowledge of the type of work undertaken by the organisation i.e. training and employability and/or hospitality/food and drink.
- A wider involvement with the voluntary sector.

4. Time Commitment

- The Board currently meets 6 times a year in Livingston.
- It is important that the Chair is able to visit Larder sites out with board meetings to enable them to fully understand the day to day operations of the organisation and to be the connection between the board and the staff team.
- From time to time, the Chair should be available to attend and represent the charity at events, meetings or functions.
- Time commitment expectations are equivalent to between 24 and 30 days per year (approx. 2 to 2.5 days per month).

Additional information

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.

This position is not remunerated.

Applying

If you would like to apply for the role, please contact Emma Hamilton at recruitment@thelarder.org

If you would like to chat informally about the role please email Emma as noted above and we will arrange an informal chat with the Manager.

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