

**Welcoming Board Role Description: Chair**

# Role Summary

* To lead the Board in ensuring the effective performance of its governance responsibilities.
* To work in partnership with the Director to help him / her achieve the objectives set for the organization.
* To ensure there is an effective relationship between the Board, staff, volunteers, participants, funders and other stakeholders.

**Main Responsibilities**

**In relation to the Board**

* Ensure that the Board operates within its charitable objectives, and provides a clear strategic direction for the organisation
* Chair Board meetings so that the Board functions effectively and carries out its duties, including working closely with the Director to ensure effective agenda setting and preparation
* Monitor decisions taken at meetings and ensure they are implemented.
* 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 charity, with systems in place to ensure financial accountability
* 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.
* Support Board members to fulfil their responsibilities and enable access to training/coaching/information to enhance the overall contribution of the Board.
* Ensure that satisfactory arrangements are made to identify and nominate the next Chair of the Board.
* Ensure that the Board of Trustees is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively, and which also reflects the wider population
* Ensure the Board regularly reviews its structure, role and relationships to staff, clients, and key stakeholders, and implements change as necessary

**In relation to the Director**

* In participation with the Board, appoint the Director and lead the process of appraising and constructively guiding her/his performance.
* Conduct an annual appraisal and remuneration review for the Director in consultation with other Board members
* Build a strong and constructive working relationship with the Director ensuring they are held to account for achieving agreed strategic objectives but also maintaining an open and supportive approach within which each can speak openly about concerns, worries and challenges.
* Receive regular informal progress reports of the organisation’s work and financial performance through the Director.
* Maintain careful oversight of any risk to reputation and/or financial standing of the organisation.

**In relation to the wider community**

* Ensure an effective relationship between staff, volunteers, members, participants and other stakeholders
* Ensure organisational transparency and compliance with charity regulations and key policies e.g. Prevention of Sexual Harassment, Exploitation and Abuse, Equality & Diversity, Health & Safety.
* Ensure the process of receiving, reviewing and responding to complaints is systematically followed, and act as final stage adjudicator for disciplinary and grievance procedures if required.
* Lead the Board in identifying opportunities to publicly position the Welcoming and leverage relations with potential funders/donors.
* Act as an ambassador for the cause and represent the charity at external functions along with other Board members and staff

# Person Specification

## Personal Qualities

* Demonstrate deep commitment to the mission and strategic objectives of the charity
* Capable in acting in an ambassadorial role
* Strong networking capabilities that can be utilised for the benefit of the charity
* Strong communication and facilitation skills, with an ability to navigate diverse perspectives
* Exhibit strong inter-personal and relationship building abilities, demonstrating tact and diplomacy, with the ability to listen and engage effectively
* Ability to foster and promote a collaborative team environment
* Ability to commit time to conduct the role well, including preparation required for quarterly meetings of the Board, regular check ins with the Director and attending events out of office hours

## Experience

* Experience of operating at a senior strategic leadership level within an organisation, with people management skills
* Experience of charity governance and working with or as part of a Board of Trustees
* 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 Civil Society sector and current issues affecting it
* Knowledge of the mission and clientele of the charity
* Strong leadership skills, ability to motivate staff and volunteers and bring people together
* Financial management experience and a broad understanding of charity finance issues
* Strong understanding of charity governance issues