



Chairperson

RESPONSIBLE TO: The Board

SKILLS & QUALITIES:

- Enthusiastic for making an impact in the community
- Well organised
- Prepared to make a regular time commitment
- Confident at some public speaking
- Manage productive and effective meetings.

MAIN DUTIES:

- Take responsibility for managing the board and oversee decisions.
- Work with and guide the CEO to ensure steady growth and sustainability of the charity is continued.
- Work with the CEO to review terms and conditions of service of paid employees of the charity to ensure all current requirements of employment legislation are being met.
- Act as a main representee of the charity to external supporters and funders.
- Act as a Trustee for the charity in all elements of Governance and administration.
- Assess charity operations to pinpoint areas that need to be reorganised, reduced, or eliminated to comply with current legislation.
- Advise the Board of the legal implications of any proposed changes to the Constitution and any change in law regarding status of SCIO.
- Ensure the organisation works within current legislation ensuring policies are developed and amended covering such areas as Data Protection, Health & Safety, Safeguarding, Fraud etc.
- Ensure there is an appropriate Risk Management strategy in place with a risk register reviewed at Board meetings and risk assessments regularly carried out.
- Chair board meetings and the AGM so that everyone has a chance to present their views, that all business is completed and that all decisions are properly understood and recorded.
- In liaison with the CEO, oversee the workforce for the charity.
- In conjunction with the secretary, prepare and present the annual report.
- Liaise with the secretary on the Agenda for each meeting and approve the minutes before they are circulated.
- Liaise with the Finance Director to ensure that funds are spent properly and in the best interests of the charity
- Champion for good charity governance including annual review and recommendations for Board effectiveness.

TIME COMMITMENT: Anticipated tenure of role holder is 2-4 years.

There is no set time requirement for the day-to-day role however, the following should be used as a guide:

Trustee Meetings:

- 2-3 hours per meeting plus travel time
- 1 hour's preparation
- Approximately 6 meetings per year

Line Management

- Maintain regular contact with CEO – weekly/fortnightly phone calls or as required
- 1-1 Meetings (Every 6 weeks) - 1-2 hours
- Annual Appraisal - 2 hours plus 2-3 hours prep

Other Duties

Attending fundraisers / Networking Events – (Time requirement varies from 1 hour to half day) .