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YouthLink Scotland is a company limited by guarantee.
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Charity Ref: SC003923

YOUTHLINK SCOTLAND CHAIRPERSON

Role of Chairperson

M&A's extract

13.1.2 *The Chairperson shall be an independent person acceptable to the Board of Directors and shall be appointed following a period of consultation with the members. The appointment shall be ratified at the AGM which immediately follows. The Chairperson shall hold office for three years and shall be eligible to serve a second term of three years.*

CORE OBJECTIVE:

The Chair is in effect the chief volunteer within the organisation. The Chair, with the CEO, will ensure that all aspects of corporate governance are accounted for and will hold the Board and Executive Committee* to account for the charity's vision, mission, stated purpose in line with its governing documents and the law, upholding the organisation's values.

The Chair will also provide leadership to the Board of Directors, ensuring each trustee fulfils their duties and responsibilities. The chair will work in partnership with the Chief Executive to provide leadership and clarity of purpose for the organisation and together represent the public face of the charity.

SPECIFIC FUNCTIONS:

Leadership and Direction:

1. The Chair will provide leadership and support to the Board of Directors, ensuring each trustee fulfils their duties and responsibilities
2. The Chair will work in partnership with the Chief Executive to provide leadership and clarity of purpose for the organisation
3. The Chair and Executive Committee together with the CEO will take strategic decisions as required between board meetings.
4. The Chair will provide leadership to the rest of the Board and with them agree the Strategic Plan for the organisation.
5. The Chair will work closely with the CEO and Sub-Committee Chairs to ensure the Strategic Plan is being carried out effectively and the outcomes achieved.

Governance:

6. The Chair will contribute to the Annual Report and Chair the AGM.
7. The Chair is responsible for the calling and chairing of any Executive Committee meetings as and when necessary.
8. The Chair is ex officio on all sub-groups and will attend when necessary or invited to do so by the Committee Chairs.
9. The Chair will ensure meetings are run efficiently, and discussion and decision-making is democratic and fully participative
10. The Chair and other members of Executive Committee will assess and agree reward for the CEO on an annual basis.
11. The Chair will build a strong and effective working relationship with the CEO, meeting frequently with the CEO to discuss items of importance, and respecting boundaries between the roles.

External Relations:

12. The Chair will act as an ambassador for the organisation and will on occasions perform both a ceremonial and representative role with the CEO in relation to strategic meetings with partners/funders, members and staff.
13. The chair with the CEO will maintain close working relationships with key stakeholders such as the Scottish Government and funders.
14. The Chair will perform a variety of other roles and represent YouthLink Scotland at functions with partners & stakeholders as appropriate.

**The Board Executive Committee includes the Chair, Vice-Chair and Honorary Treasurer*

Time commitment:

The annual time commitment is expected to be no more than 15 days per year, this includes:

- Board meetings (normally 5 per year), usually held in Edinburgh with a hybrid option.
- A 24 hour residential (if considered necessary);
- The AGM;
- The Annual Conference;
- The National Youth Work Awards; and
- Other essential meetings including membership of sub committees as required.

The minimum term expected as Chairperson is 3 years.