



Chair of Trustees- Job Description

In addition to the role of a Trustee, the Chair will:

Main Tasks:

1. To lead the trustee body in ensuring that it fulfils its responsibilities for the governance of the organisation by ensuring that the charity acts in accordance with its constitution and by managing its activities.
2. To work in partnership with the chief executive, helping him or her achieve the mission of the organisation.
3. To optimise the relationship between the trustee body and its staff/volunteers.

In More Detail:

Trustees

- In close consultation with the chief executive to make recommendations on the composition of the trustee body, and future chairs of the trustee body (with a view to succession).
- To work in consultation with the chief executive to recruit trustees with specific/relevant expertise.
- To ensure that the trustee body annually reviews its structure, role, relationship to staff and implements agreed changes as necessary.
- To define and keep under review selection and performance criteria for trustees.
- With the chief executive to ensure that all trustees receive appropriate advice, training and information relating to their role.

Meetings

- To chair meetings of the trustee body; see that it functions effectively and carries out its duties, ensuring that:
 - Internal and external conduct of meeting requirements are observed.
 - Timetables adhered to.
 - All trustees are encouraged to participate.
 - Confidentiality is observed and respected.

Management of Staff

- To support the work of the Chief Executive.