

# INSPIRED NEIGHBOURHOODS CHARITABLE TRUST

## Chair of the Board of Trustees

### Role Description

Remuneration:	The role of Chair is remunerated and will also be entitled to expenses for travel and out of pocket expenses. Remuneration will be £150 per day.
Time commitment:	Four Board meetings per year. The Chair is also expected to have regular meetings with the Chief Executive, and also represent the Charity at various events and meetings with key stakeholders. Total commitment is 14 days per annum.
Reporting to	Board of Trustees

### Objective

The Chair will hold the Board and Executive Team, through Chief Executive to account for the Charity's mission and vision, providing inclusive leadership to the Board of Trustees, ensuring that each trustee fulfils their duties and responsibilities for the effective governance of the charity. The Chair will also support, and, where appropriate, challenge the Chief Executive and ensure that the Board functions as a unit and works closely with the entire Executive of the charity to achieve agreed objectives. He or she will act as an ambassador and the public face of the charity in partnership with the Chief Executive.

## Principal responsibilities

### Strategic leadership

- Provide leadership to the Charity and its Board, ensuring that the Charity has maximum impact for its beneficiaries
- Monitor the performance and impact of the Trustees in fulfilling their duties and responsibilities for the effective governance of the Charity
- Responsibility for the Board operating within its charitable objectives, and provide a clear strategic direction for the Charity
- Put arrangements in place so that the Board is able to regularly review major risks and associated opportunities, and satisfy itself that it can take advantage of opportunities, and manage and mitigate the risks
- Responsibility for the Board fulfilling its duties to maintain sound financial health of the Charity, with systems in place to allow financial accountability

## **Governance**

- Responsibility for governance arrangements working in the most effective way for the Charity
- Developing the knowledge and capability of the Board of Trustees
- Encouraging positive change and, where appropriate, address and resolve any conflicts within the Board
- Appraising the performance of the Trustees and the Board on an annual basis
- Regularly refreshing the Board of Trustees incorporating the right balance of skills, knowledge and experience needed to govern and lead the Charity effectively, reflecting the wider population
- Working within any agreed policies adopted by the Charity

## **External Relations**

- Act as an ambassador for the cause and the Charity
- Facilitate change and manage relationships with external stakeholders including the maintenance of close relationships with key members of the Government, Regional and District statutory, private and voluntary sector organisations and with key influencers. Act as a spokesperson for the organisation when appropriate
- Represent the charity at external functions, meetings and events

## **Efficiency and Effectiveness**

- Chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision making process
- Trustees should be fully engaged and decisions taken in the best, long-term interests of the Charity, the Board taking collective ownership
- Foster and maintain constructive relationships with and between the Trustees
- Work closely with the Chief Executive to give direction to Board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of trustees
- Monitor that decisions taken at meetings are implemented.

## **Relationship with the Chief Executive and the wider management team**

- Establish and build a strong, effective and a constructive working relationship with the Chief Executive, as s/he is held to account for achieving agreed strategic objectives
- Support the Chief Executive, whilst respecting the boundaries which exist between the two roles
- Maintain regular contact with the Chief Executive and develop and maintain an open and supportive relationship within which each can raise issues. Liaise with the Chief Executive to maintain an overview of the Charity's affairs, providing support as necessary
- Conduct an annual appraisal and remuneration review for the Chief Executive in consultation with other Trustees
- Ensure that the Chief Executive has the opportunity for professional development and has appropriate external professional support

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.

## **Terms**

The charity's Chair (and board members) will serve a three-year term.

In addition to chairing the main Board meetings, the Chair has the right to attend the sub-committees and subsidiary company Boards.

## **Chair of the Board of Trustees**

### **Person Description**

In addition to the qualities required of a Trustee of the Charity, the Chair must also meet the following requirements:

#### **Personal Qualities**

- Demonstrate a strong and visible commitment to the Charity, its strategic objectives and cause
- Personal gravitas to lead the organisation at National, Regional and District and at local community level
- Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Strong networking capabilities that can be utilised for the benefit of the Charity
- Ability to foster and promote a collaborative team environment
- Ability to commit time to conduct the role well, including travel and attending events out of office hours

#### **Experience**

- Experience of operating at a senior strategic leadership level within an organisation
- Successful track record of achievement through their career
- Experience of charity governance and working with or as part of a Board of Trustees
- Experience of external representation, delivering presentations and managing stakeholders
- Experience of change management
- Significant experience of chairing meetings and events
- Experience of managing complex organisational structures

#### **Knowledge and skills**

- In depth knowledge and understanding of operating social business in Civil Society Sector and current issues affecting it
- Strong leadership skills, ability to motivate staff and volunteers and bring people together
- Financial management expertise and a broad understanding of charity finance issues
- Good understanding of charity governance issues