

**Talkback Trustee Board: Chair of Trustees**

**The Charity:**

Talkback UK Ltd is an independent local charity which provides autism and learning disability support and service programmes in Bucks and the surrounding areas.

**The Board of Trustees:**

The Charities Act 2011 defines charity trustees as the people responsible under the charity’s governing document for controlling the administration and management of the charity. They are known collectively as the Board of Trustees.

The Board of Trustees are responsible for: informing the organisation’s strategic direction; scrutinising its financial management; and ensuring sound governance. Trustees are not responsible for overseeing the day-to-day operation of the organisation. However, they are responsible for scrutinising the operational decisions taken by the Chief Executive Officer (CEO), to ensure that the organisation operates effectively and in line with its objectives and values.

**Board Responsibilities**

The main responsibilities and duties of the Board of Trustees include:

* Ensure that the charity complies with charity law and any other relevant legislation or regulations.
* Ensure that the charity pursues its stated charitable objectives as defined in the Constitution, by establishing a clear vision, set of values and strategy.
* Ensure that operational plans and budgets support the vision and strategy
* Ensure that the views of stakeholders including members are regularly sought and considered
* Ensure the effective and efficient administration of the charity, including having appropriate policies and procedures in place.
* Ensure that major risks to the Charity are identified and managed.
* Ensure that the organisation has appropriate governance structures.
* Support the Chief Executive Officer in the delivery of the charity’s objectives and holding them to account for the management and administration of the charity.

**The role of the Chair of Trustees**

Remuneration:

The role of Chair is a voluntary role but reasonable expenses can be charged.

Time Commitment:

The Chairing of quarterly board meetings and one AGM per annum. The Chair is also expected to have regular meetings with the Chief Executive Officer and also represent the charity at various events and meetings as and when required.

In addition to chairing the main Board meetings, the Chair has the right to attend Sub-Committee meetings all of which take place quarterly.

Reporting to**:**

Board of Trustees

Duration:

The Chair is appointed for 3 years. Should they wish, they can then resume a role of Trustee providing it is within the terms of engagement for a Trustee.

**Role Description**

**Objective**

The Chair will facilitate the Board and Leadership team to deliver the Charity’s mission and vision, enabling 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 the Chief Executive Officer and ensure that the Board functions as a unity and works closely with the Leadership Team to achieve agreed objectives.

**Principal Responsibilities**

The following list is indicative and not exhaustive. The Chair will be expected to perform additional duties that are reasonably commensurate with the role.

Strategic Leadership

The Chair will:

* Work with the CEO to ensure effective leadership to the charity and its Board, ensuring that the charity has maximum impact for its members
* Lead on the development and implementation of procedures for Trustee induction, development, training and appraisal
* Ensure that the Trustees fulfil their duties and responsibilities for the effective governance of the Charity to ensure that relevant sub committees are appropriately resourced and effective
* Ensure that the board operates within its charitable objectives and works with the CEO to ensure a clear strategic direction for the Charity.
* Help steer the Charity through periods of change and challenge; guiding and supporting the CEO where appropriate.

Governance

The Chair will:

* 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
* Make effective use of the knowledge, skills and capability of the Board of Trustees
* Ensure that the governance arrangements are working in the most effective way for the Charity.
* Ensure that the board regularly reviews major risks and associated opportunities and satisfies itself that systems are in place to take advantage of opportunities and manage and mitigate risks.
* Encourage positive change where appropriate and address and resolve any conflicts within the Board
* Appraise the performance and effectiveness of the Trustee Board on an annual basis
* Ensure the board fulfils its duties to secure sound financial health of the charity with systems in place to ensure financial accountability.
* Ensure that the opinions of all trustees are heard and respected and where required oversee a voting procedure. According to the Talkback Constitution the Chair has a casting vote if a Board vote is tied.

External Relations

The Chair will support the CEO where necessary for instance:

* Acting as an Ambassador for the cause and the charity
* Acting as a spokesperson for the organisation when appropriate
* Representing the charity at external functions, meetings and events
* Facilitating change and addressing any potential conflict with internal or external stakeholders

Efficiency and Effectiveness

The Chair will:

* Liaise with the CEO over drafting of agendas and supporting papers for Board meetings ensuring that the business is covered efficiently and effectively in meetings.
* Chair Meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision-making process.
* Ensure that Trustees are fully engaged and that decisions are taken in the best, long time interests of the Charity and that the Board takes collective ownership.
* Seek to draw on the skills and experience of the Trustees to further the success of the charity and to ensure that meetings are well planned, meaningful and reflect the responsibilities of the Trustees.
* Foster, maintain and ensure that the constructive relationships exist with and between the Trustees.
* Monitor that decisions taken at meetings are implemented.

Relationship with the CEO and the wider Leadership Team

* Establish and build a strong effective and constructive working relationship with the CEO, ensuring that he or she is held to account for achieving agreed strategic objectives
* Support the CEO whilst respecting the boundaries which exist between the two roles
* Ensure regular contact with the CEO and develop and maintain an open and supportive relationship within which each can speak openly about concerns and challenges.
* Liaise with the CEO to maintain an overview of the Charity’s affairs providing support as necessary
* Conduct a 360 feedback process to support a review of performance in line with an annual appraisal and remuneration review for the CEO in consultation with other Trustees
* Ensure that the CEO has the opportunity for professional development and has appropriate external professional support
* On behalf of the Board, appoint future CEO’s and monitor their performance

**Vice Chair**

The Vice Chair acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair.

**Chair of trustees - Person Specification**

In addition to the qualities required of a Trustee of the Charity (see Trustee Job Profile), the Chair must also meet the following requirements:

Skills and experience – Essential

The Chair must:

* Have experience of operating at a senior strategic leadership level within an organisation with a successful track record of achievement through their career
* Exhibit strong interpersonal and relationship building abilities and be comfortable in an ambassador role
* Demonstrate strong leadership skills including the ability to motivate staff and volunteers, and bring people together
* Have experience of chairing meetings
* Demonstrate tact and diplomacy with the ability to listen and engage effectively
* Foster and promote a collaborative team environment
* Commit time to conduct the role well and the ability to attend meetings and visit locations

Skills and experience - Desirable

* A knowledge of the social care sector and the current issues affecting it
* Experience of Charity governance and working with or as part of a Board of Trustees
* Experience of chairing and /or of relevant areas such as education, mental health, the charity sector, fundraising, HR or finance
* Financial management expertise and a broad understanding of charity finance issues
* Demonstrate strong networking capabilities that can be utilised for the benefit of the charity

Date of issue:

Date of review: