

## **Role of the Chair**

### **Overall**

- Leading the Board and the organisation to enable it to fulfil its purpose.
- To ensure an effective relationship between:
  - the Board and the staff/volunteers
  - the Board and the external stakeholders/community
- Acting as a spokesperson and figurehead as appropriate.
- To support Board members and volunteers.

### **Overarching Board Governance role:**

- Determine Mission and Strategy – setting the organisation's direction and determining how it will get there.
- Accountability – being accountable for the actions of the organisation and holding those who carry out the work to account.
- Look after the Board – ensuring Board renewal (recruitment, induction and retirement), effective decision making and information sharing processes, positive group dynamics, and reflection, learning and development for the Board as necessary.
- Safeguard assets – acting as custodian of the assets, tangible (money, property etc) and intangible (organisation's reputation and name), ensuring that assets are used appropriately and constitutionally. Ensuring that there are sufficient assets for the organisation's survival.
- Act as 'community connector' – linking the organisation to its stakeholders, such as members, the community, funders etc.
- In addition, there is always 1 management role for the Board once staff are employed

### **Specifically, the Chair will:**

- Plan and prepare the Board meetings and the AGM with others as appropriate.
- Chair Board meetings ensuring:
  - A balance is struck between timekeeping and space for discussions.
  - Business is dealt with and decisions made.
  - Decisions, actions and deliberations are adequately minuted
  - The implementation of decisions is clearly assigned and monitored.
- Ensure adequate support and supervision arrangements are made for members of the Board and any other staff/volunteers directly managed or reporting to the Board.
- Ensure that a successor is found before the term of office finishes.

## **Qualities**

- A willingness to lead the organisation
- Possesses tact, diplomacy, and powers of persuasion.
- Possesses relevant knowledge
- Has the relevant skills to run a meeting well.

## **Conduct (legal)**

- Be active – you cannot be a dormant or ‘sleeping’ management Board member, you are still liable for the decisions the others make in your absence.
- Act jointly – an individual has no powers on their own unless they have been specifically given them by the Board
- Act constitutionally (and within the law) – make sure that you act within the powers and objects (remit) set out in our Articles. Including following the Articles on how meetings are run and how the Board is recruited.
- Act in the interests of our beneficiaries – put yourself in the beneficiaries’ position and make decisions that are best for them.
- Act reasonably and honestly – remembering to minute discussions and debates so that your reasonableness can be demonstrated.
- Have a duty of care – act prudently and reasonably.
- Don’t benefit personally – unless allowed specifically in the constitution or by law.
- Avoid conflict of interest – manage actual conflicts of interest through a written process/policy and elsewhere avoid the appearance of conflicts of interest.