



Role Description and Person Specification

Chair of Trustees

Term of Office: 3-year term

Remuneration: This is an unremunerated role, but reasonable travel costs will be reimbursed.

Role description

OMS Board members are responsible for overall governance of the organisation, including oversight of its strategic direction and financial management.

Role Purpose:

Providing leadership to the Board and Directors to ensure that OMS remains a robust, dynamic and sustainable charity. The Chair has the leadership role in ensuring the Board of Trustees fulfils its governance and other responsibilities. The Chair must work closely and constructively with the Chief Executive, other Trustees and key stakeholders.

Key responsibilities will include:

- To Chair the meetings of the Board and ensure they are conducted efficiently and effectively to enable the charity to be properly governed in the long-term interests of OMS.
- Ensure that Trustees work together effectively as a team and all actively participate and contribute in meetings, bringing together diverse views, building consensus, setting clear objectives and plans, monitoring decisions and making sure actions are implemented.
- Regularly reviewing the charity's governance structure and the Board's performance.
- Ensure the Board fulfils its duties to ensure sound financial health of the charity, with systems in place to assess risk and ensure financial accountability.

- Confirm that all Trustees receive appropriate induction, advice, information and training (both individual and collective) and have the opportunity to discuss their contribution and development needs annually.
- Responding promptly to any urgent Board level matters that arise taking occasional urgent decisions under devolved powers and reporting back to the Board.
- In partnership with the Chief Executive, ensure the charity has a clear vision, mission and strategic direction and the Chief Executive, Trustees and teams are aligned and focus on achieving these.
- Develop effective working relationships with the Chief Executive and other members of staff to promote and enhance outstanding governance of OMS by visiting OMS on a regular basis, between formal Board meetings, for briefings and discussions and to constructively question and provide support and guidance as appropriate.
- Provide support and challenge to the Chief Executive on behalf of the Board and to ensure the duties are carried out effectively and appropriately.
- Leading the process of establishing the Chief Executive's annual objectives and targets and the process of appraising their performance.
- In close consultation and partnership with the Chief Executive, agree respective roles in representing OMS at external functions, meetings with senior stakeholders and key contact for the media and press (including Funders and partner organisations).
- To serve as an ambassador for OMS, bringing enthusiasm and energy in promoting the charity's best interests and reputation, by representing OMS at external meetings, presentations and events in local, regional and national settings and develop strong and positive relationships and effective partnerships with key and influential stakeholders and donors.

Commitment:

The Board meets on a quarterly basis.

The Chair will have regular meetings with the Chief Executive and with other team members.

The expected time commitment is circa 3 days per month.

Person specification – skills and experience

Essential:

1. Passion for and commitment to OMS's mission, values and strategic objectives.
2. Understanding of the legal responsibilities of trusteeship, the charity sector and its governance.
3. Experience of leading a Board, committee or group as a Chair, or with prior Trustee / non-executive experience.
4. Executive management and strategic leadership experience with evidence of successfully leading an organisation through growth, change and cultural development.
5. Helping raise the profile of an organisation as an ambassador and being the spokesperson at events, meetings, functions and in the media.
6. Experience of providing strategic advice and sound judgement on complex issues.
7. Ability to collaborate, support and build relationships with internal and external stakeholders.
8. A willingness and ability to devote the necessary time and effort to attend Board and other meetings, including preparing and reading for those meetings, and to participate in the effective governance and management of the Charity.