



Chairperson

Job Description

Role Title: Chair

Reports to: The Board of Trustees

Purpose of the Role:

1. to lead the Board in ensuring the effective performance of its governance responsibilities
2. to work in partnership with the Chief Executive to achieve the objectives set for The Change Project

Main Duties:

1. Ensure the Board fulfils its responsibilities
2. Chair Board meetings so that the Board functions effectively and carries out its duties
3. Ensure the Board sets an overall strategy with clear policy objectives
4. Ensure the business of the meetings is dealt with, and decisions, when required, are arrived at, and recorded, and their implementation monitored
5. Ensure financial dealings are prudently and systematically accounted for, audited and publicly available
6. Work in consultation with the Chief Executive to recruit Board members with relevant expertise and experience
7. With the Chief Executive, arrange regular, but not overly frequent, meetings and develop a professional relationship with the chief executive within which, each can speak openly about concerns, worries and challenges.
8. Provide leadership for the Board of Trustees in understanding and executing their role
9. Act as an ambassador, representative or spokesperson for the Charity at appropriate events, meetings or functions;
10. Acting as the final stage adjudicator for disciplinary and grievance procedures if required.
11. Achieve the objectives set for the organisation with the Chief Executive:
 - a) ensure the Board adopts a long-term strategy for development with objectives which are measurable
 - b) monitor progress on annual work
 - c) ensure appropriate goals are set for the resources available to The Change Project ensure appropriate arrangements are in place to support, monitor and review the work of the Chief Executive and other staff

d) help promote the Charity to a wider audience of potential funders and beneficiaries

Person Specification

- Passionate about the work of the Change Project.
- Experience of developing strategy and of translating strategy to operations successfully.
- Evidence of relevant experience to provide robust leadership to the Board of Trustees and to support and work with the CEO, Senior Management, and staff.
- Charitable Trustee experience or other relevant experience chairing boards and committees.
- Understanding of small organisations and of working with resource constraints.
- Excellent communication skills with the ability to enthuse people about a vision for the future.
- Experience of operating with diplomacy and tact when making difficult decisions and having challenging conversations with partners and stakeholders.
- Ability to represent the Charity appropriately and effectively at many levels, including making new contacts and developing relationships.
- 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.