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# Role Description: Chair of EMMS International

**Role title** Chair of Trustees

**Direct report** Chief Executive

**Background** Senior management experience with particular expertise in strategy and governance, would be useful. Previous experience as a chair or trustee of a Charity would be welcomed.

# Role summary

* Provides leadership to the board of Trustees, enabling the Board to fulfill their responsibilities for the overall governance and strategic direction of the charity.
* Ensures that the charity pursues its objects as defined in its governing document and in compliance with all relevant law and regulations.
* Works in partnership with the Chief Executive to support them lead the staff team to help achieve the aims of the organisation and to optimise the relationship between the board of Trustees and the staff.
* Facilitates the board of trustees in stimulating excellent, well-rounded and carefully considered strategic decision-making.

**Main responsibilities of the Chair**

**In relation to the board**

* Ensure that strategic plans are formulated and that the long-term strategic aims of the charity are regularly reviewed.
* Ensure that appropriate organisational policies are in place and are regularly reviewed by the Board.
* Approve the annual cycle of the board meetings, meeting agendas, chair and facilitate meetings, monitor decisions taken at meetings and ensure they are implemented.
* Liaise regularly with the Finance & Investment Committee / Treasurer to maintain a clear grasp of the charity’s financial position and to ensure full and timely financial transparency and information disclosure to the Board.
* Help other Board members to fulfil their responsibilities and enable access to appropriate development tools to enhance their overall contribution of the board.
* Annually review the Board structure, role, effectiveness and relationship with staff ensuring implementation of any agreed changes.
* To plan for recruitment and renewal of the board

**In relation to the Chief Executive (CEO)**

* In participation with the board, appoint the CEO and lead the process of appraising and constructively guiding the performance of the CEO.
* Assume guardianship of the legal and financial integrity of the organisation.
* Consult with CEO on matters of strategy, governance, finance and HR.
* Oversee the CEO’s activities in the context of the implementation of Board’s strategy and policies.
* Maintain careful oversight of any risk to reputation and/or financial standing of the organisation.
* Receive regular informal progress reports of the organisation’s work and financial performance through the CEO.

**In relation to the wider community**

* To be able to communicate effectively the vision and purpose of the organisation.
* To represent the organisation as a spokesperson at appropriate events.
* To be aware of current issues that might affect the organisation.

**Qualities of a Chair**

**Essential**

* Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship and adhering to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
* Commitment to the charity’s objects, aims and values and willingness to devote the necessary time and effort to carry out responsibilities.
* Strategic and forward-looking vision in relation to the charity’s objects and aims.
* Good, independent judgement, impartiality and the ability to think creatively in the context of the organisation and external environment.
* Good communication and interpersonal skills and the ability to respect confidences.
* Balancing tact and diplomacy with willingness to challenge and constructively criticise.
* Leadership Skills
* A strong Christian Faith

**Desirable**

* Prior experience of committee/trustee work.
* Knowledge / understanding of the type of work undertaken by the organisation.
* A wider involvement with the voluntary sector.
* Experience of chairing meetings / committees.
* Some experience of charity finance and / or charity fundraising.

**Remuneration / Expenses**

Whilst the role is unpaid, reasonable out of pocket travel expenses will be reimbursed.

**Time commitment**

* The Board meets at least four times a year for about 2 hours. In addition, there is normally an Away Day each year together with some other form of social get together.
* It is important that the chair is able to visit the organisations office and be available to the Chief Executive on a regular basis.
* In addition to board meetings, other contact via email, telephone or video conference will be necessary.

On average, an estimate of 10 to 15 hours per month is likely to be required to fulfil this role, after induction, although this could be slightly higher should the Chair choose to be involved in a sub-committee.

AAM / May 2020