

ROLE DESCRIPTION FOR THE CHARITY CHAIR OF THE COMMITTEE

Overall Purpose

Whilst all trustees are collectively responsible for the decisions and management of the charity, and jointly and severally liable for their actions, some view the position of chair of trustees as the 'first amongst equals', an ambassador, and the public face of the charity. It is imperative that the chair provides effective leadership and management to the board of trustees, enabling them to fulfil their responsibilities for the overall governance and strategic direction of the charity, and ensuring that appropriate decisions are correctly made (including developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines). The chair should also lead trustee discussions on the manner in which the charity continues to provide public benefit, and how such provision is continuously monitored by the board.

The chair will need to work in partnership with the pre-school manager and charity secretary to ensure that trustee decisions are acted upon and the charity is managed effectively. The chair and chief executive officer particularly should be sympathetic to the difference between the role the board of trustees play in developing and agreeing the strategic direction of the charity and that of the senior management team in applying that strategy to the day-to-day operations of the charity.

Main Responsibilities

- Leading the trustees and pre-school management team in the development of strategic plans for the charity.
- Providing leadership and support to the pre-school manager and ensuring that the charity is run in accordance with the decisions of the trustees, the charity's governing document, and appropriate legislation.
- Liaising with the charity secretary, and pre-school manager with the drafting of agendas and supporting papers for trustee meetings and ensuring that the business is covered efficiently and effectively in those meetings.
- Undertaking a leadership role in ensuring that the board of trustees fulfils its responsibilities for the governance of the charity.
- Leading on, with the assistance of the charity secretary and pre-school manager where appropriate, the development and implementation of procedures for board induction, development, training, and appraisal.
- Implementing an effective communication strategy that includes the needs of staff, beneficiaries and other stakeholders.

Main Duties

- Liaising with the charity secretary to lead on the planning, setting and chairing of trustee meetings and AGMs.
- Ensuring trustee decisions are acted upon.

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- Supporting and appraising the performance of the pre-school manager and other appropriate members of the senior management team.
- Leading disciplinary and appointment committees, where appropriate and in line with the charity's agreed procedures.
- Representing the charity at functions, meetings and in the press and broadcasting media, in line with the charity's agreed media strategy.
- Acting between full meetings of the board in authorising action to be taken *intra vires*,¹ e.g. banking transactions and legal documents in accordance with relevant mandates.
- Maintaining the trustees' commitment to board renewal and succession management, in line with the charity's governing document and/or current best practice.
- Ensuring that the performance of the board as a whole, and the trustees individually is reviewed on an annual basis.

¹*Intra vires* means to 'act within the power' of the position concerned, in this instance the power of the chair. All such uses of the chair's power, however, should be reported to the full board of trustees, at the meeting immediately after the action was taken. Any powers residing in the chair are likely to be limited, given the collective responsibilities of the trustees.