



**TRUST CHAIR ROLE DESCRIPTION**

<p><b>Key Tasks</b></p>	<p>The role of the Trust’s Chair is to:-</p> <ul style="list-style-type: none"><li>• chair General Meetings in accordance with the Trust’s Standing Orders for General Meetings;</li><li>• chair Board Meetings in accordance with the Trust’s Standing Orders for Board Meetings;</li><li>• call meetings when appropriate and ensure that agendas are set in conjunction with the Secretary;</li><li>• lead the Board, ensuring that members are recruited, inducted, receive appropriate training and are aware of their roles and responsibilities;</li><li>• lead the Board in the setting of objectives in line with the primary purpose, defined responsibilities and financial constraints of the Trust;</li><li>• speak up whenever appropriate to ensure that:-<ul style="list-style-type: none"><li>○ the Trust operates in accordance with the Model Rules and other documentation adopted by the Trust Board;</li><li>○ all decisions taken are acted upon;</li><li>○ the Board operates as a team;</li><li>○ all committees or advisory groups commissioned by the Board have clearly defined, understood and agreed Terms of Reference;</li><li>○ a work plan is constructed to represent defined strategies and</li></ul></li></ul>
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	<p>policies;</p> <ul style="list-style-type: none"> <li>• take an active part in resolving conflict within the Board bearing in mind the best interests of the organisation and its beneficiaries;</li> <li>• regularly and consistently liaise with key director positions;</li> <li>• give the Chair's report at the AGM on the past year's work and any initiatives, goals etc for the next year;</li> <li>• represent the Trust externally (including at events and in dealings with the media) with a view to it being perceived in a favourable manner.</li> </ul>
<b>Qualities required</b>	<ul style="list-style-type: none"> <li>• Commitment to attend meetings and accept responsibility for the performance of key tasks as allocated by the Board and/or membership</li> <li>• Commitment to the values of the Trust</li> <li>• Commitment to support all motions and initiatives undertaken by the Board</li> <li>• Willingness to represent the Trust membership and the values of the organisation in public</li> <li>• Commitment to undertaking all key tasks defined in the Chair's job description</li> </ul>
<b>Skills required</b>	<ul style="list-style-type: none"> <li>• An understanding of the Trust movement and the aims and objectives of the Trust</li> <li>• Excellent written and verbal skills</li> <li>• Good organisational skills</li> <li>• Ability to delegate duties</li> <li>• Understanding of Board financial management</li> <li>• Ability to lead and manage meetings</li> <li>• Ambassadorial ability</li> </ul>
<b>Responsible to</b>	<p>In accordance with the Trust's policies for:-</p> <ul style="list-style-type: none"> <li>• Board Membership &amp; Conduct</li> <li>• Data Protection</li> <li>• Discipline</li> <li>• Equality &amp; Diversity</li> <li>• Media Use</li> </ul> <p>the role holder is responsible to:-</p> <ul style="list-style-type: none"> <li>• The Supporters Trust board</li> <li>• The Supporters Trust membership</li> </ul>