



Job Title: Chair of Trustee Board.

Direct Report: Director, Trustee Board

1.0 Role Summary

- To provide leadership and direction to the Trustee Board and enable the Trustees to fulfil their responsibilities for the overall governance and strategic direction of the organisation.
- To ensure that Why me? pursues its objects as defined in its governing document, charity law, company law and other relevant legislation and regulations.
- To work in partnership with the Director to support staff and volunteers, in helping them to achieve the aims of the organisation
- To optimise the relationship between the Trustee Board and the staff and volunteers.
- To facilitate the Trustee Board in well-rounded and carefully considered strategic decision-making.
- To be a champion for Restorative Justice, and its current and potential role in the field of criminal justice.

2.0 Main Responsibilities of the Chair

In relation to the Board

- Regularly review the long-term strategic aims of the charity.
- Develop organisational policies, define goals, targets and evaluate performance against agreed targets.

Why me?

- Approve the annual cycle of the board meetings, meeting agendas, chair and facilitate meetings, monitor decisions taken at meetings and ensure they are implemented.
- Maintain a clear grasp of the charity's financial position.
- Maintain careful oversight of any risk to reputation and/or financial standing of the organisation.
- Lead and mentor other board members to fulfil their responsibilities and enable access to training/coaching/information to enhance the overall contribution of the board.
- Regularly review the board structure, role, staff relationships and ensure implementation of agreed changes/developments are carried out.
- Encourage team working among board members and encourage them to identify and recruit new trustees as required.
- Lead the process by which new trustees are sought, recruited and appointed.
- Create a strong, working relationship with trustees and the Director.
- Attend and be a member of other committees or working groups when appropriate in the role of chair.

In relation to the Director

- In participation with the Board, appoint the Director and lead the process of appraising and constructively guiding their performance.
- Assume guardianship of the legal and financial integrity of the organisation.
- Consult with the Director on matters of strategy, governance, finance and HR.
- Oversee the Director's activities in the context of the implementation of the board's strategy and policies.
- Receive regular informal progress reports of the organisation's work and financial performance through the Director.

Why me?

- To support the Director to fulfill their duties, through regular reviews and ad hoc meetings.

In relation to code of conduct

- Act as final stage adjudicator for disciplinary and grievance procedures if required.
- Facilitate change and address conflict within the Trustee board, within the organisation and liaise with the Director to achieve this.
- Undertake review of external complaints as defined by the organisation's complaints procedure.
- Ensuring adherence and compliance around key policies to e.g. Equality of Opportunity, Health & Safety and in all decisions and discussions of the Board and its sub-committees.
- In order to perform the above role, the chair should have reasonable access to all staff and information, in line with the board's fiduciary duties.

In relation to the wider community and our supporters

- Represent the organisation where required as a spokesperson at appropriate events, meetings or functions.
- Lead the board in fostering relations with potential clients and potential funders/donors.

3.0 Qualities of a Chair

- 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 time to carry out responsibilities.

Why me?

- Strategic and forward-looking vision in relation to the charity's objects and aims.
- Good, independent judgement, political 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 the confidences of colleagues.
- Balancing tact and diplomacy with willingness to challenge and constructively criticise.
- Commitment to Equality and Diversity and its practice throughout the organisation
- Prior experience of committee/trustee work.
- Knowledge of the type of work undertaken by the organisation.
- Experience of chairing meetings, committee work, some experience of charity finance, charity fundraising.

4.0 Time Commitment

- The Board meets at least 4 times a year and the chair is expected to be available on all such occasions.
- In addition to Board Meetings, other contact – either in person or by electronic or telephone means – will be necessary.
- It is important that the chair is available to the Director and paid staff and able to attend key meetings and events.

5.0 Tenure

- The position of chair, as with all other Trustees, will be subject to renewal every 3 years, with a maximum tenure of 9 years.