

# Chair of Trustees

Role Description

## Chair of Trustees Role Description

Line management responsibility: Director

As Chair of the Board, you will provide leadership and direction to the Board of Trustees. You will be responsible for ensuring the Board meet their obligations regarding the governance and strategic direction of UNLT. You will work in partnership with the Director to help them achieve the direction and vision for the organisation.

The Chair, taking specialist advice where appropriate, will ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations and to make sure that the organisation pursues its objects as defined in its governing document. The Chair will work in partnership with the Director and support the staff, overseeing them in achieving the aims of the organisation; and with them will build and maintain an excellent relationship between the Board of Trustees, staff and volunteers.

The Chair will act as the public face of the Trust, in partnership with the Director.

In addition to the general responsibilities of a Trustee, the Chair has a number of tasks specific to the role.

### Main Responsibilities

- Strategic Leadership
- Providing leadership to the Trust and the Board by ensuring everyone remains focused on the delivery of the Trust's charitable purpose.
- Ensure that the Board fulfil their role to provide effective governance of the trust
- Ensure that the Board fulfils its duties to ensure sound financial health of the Trust with effective systems to ensure financial health.
- Ensure that the Board has the right balance of skills and knowledge to enable effective leadership of the charity.
- Work within any agreed policies of the charity
- Ensure that the Trust meets its legal obligations

- Planning the annual cycle of Board meetings and setting the agendas
- Chairing and facilitating inclusive and robust discussions at the Board meetings
- Giving direction on Board policy making
- Monitoring the implementation of Board decisions
- In conjunction with the Treasurer and Deputy Chair, overseeing the work of the Board Sub-Committees
- Representing the organisation at appropriate events, meetings or functions
- Acting as a spokesperson for the organisation where appropriate
- Reviewing and appraising the performance of the Director and providing high quality line management and support to enable excellent individual and organisational performance
- Work closely with the Director to give direction to the Trust ensuring that the Director is held to account for achieving the agreed strategic objectives
- Ensuring the performance of the Board is reviewed regularly
- Develop the knowledge and capability of the Board
- Chair meetings of the Board effectively and inclusively
- Sitting on appointment panels as required
- Acting as final stage adjudicator for disciplinary and grievance procedures if required

Additionally, the Chair will be able to demonstrate the following qualities and skills:

- Clear and strong leadership
- A proactive approach
- The ability to develop and oversee the implementation of a strategic plan
- The ability to network with a range of people and organisations and a willingness to engage in outreach activities
- Emotional intelligence: the ability to read people and situations, get people on Board and manage conflict in productive way

The Chair will have the following experience and understanding:

- Experience of chairing meetings
- Experience of managing senior leaders
- Understanding of charities and community business
- Commitment to, and understanding of UNLT beneficiaries

**Time commitment**

Includes quarterly Board meetings, sub-committees; and approximately an additional 5-10 hours per month.

**Location**

Board meetings are held at the organisation's premises.

Further information about being a Trustee can be found at

[The essential trustee: what you need to know, what you need to do \(CC3\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-what-you-need-to-do-cc3)

To apply, please send your CV and covering letter explaining why you are interested and how you are suited to the role to UNLH Director [Jenny.Irish@unlt.org](mailto:Jenny.Irish@unlt.org)

