

**One25 Chair of Trustees**

**Time commitment:** Approx. 1.5 - 2 days a month (24 days p.a.)

**Period of Office:** 3 years initially, ideally with re-election for a further 3 year term (maximum term of 6 years)

**Role Purpose**

This role requires strong leadership and chairing ability, which supports the board to fulfill their responsibilities for the overall governance and strategic direction of the charity. 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. Responsibilities also include monitoring and, if appropriate, reviewing the charity’s mission and vision and ensuring that appropriate decisions are made to develop 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 the board continuously monitors such provision.

The chair will need to work in close partnership with the Chief Executive Officer (CEO) to ensure that clear communication about the challenges and achievements of the organisation is given to the board and that the CEO is supported in the role. The chair and CEO should be particularly sympathetic to the difference between the role the trustee board plays in developing and agreeing the strategic direction of the charity, and the role of the Senior Management Team (SMT) in applying that strategy to the day-to-day operations of the charity.

**Role Accountabilities**

* Undertaking a leadership role in ensuring that the board of trustees fulfils its responsibilities for the governance of the charity.
* Providing leadership and support to the CEO 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 CEO and company secretary for the drafting of agendas and supporting papers for trustee meetings, chairing the meetings and ensuring that the business is covered efficiently and effectively.
* Acting between full meetings of the board in authorising any action to be taken as may be necessary, in accordance with agreed policies.
* Leading the trustees and members of the SMT in the development of strategic plans for the charity.
* Supporting and appraising the performance of the CEO.
* With the assistance of the company secretary and CEO where appropriate, leading on the development and implementation of procedures for trustee recruitment, induction, development and training. Also ensuring commitment, participation and attendance of trustees and prompt recruitment to the board, in line with identified skills needed to fulfil One25’s business plan.
* Ensuring that the performance of the board as a whole, and the trustees individually, is reviewed on a regular cycle as may be agreed by the board.
* Maintaining the trustees’ commitment to board renewal and succession management, in line with the charity’s governing document and current best practice.
* Representing the charity at functions and meetings, as required, in line with the charity’s agreed media strategy.

**Person Specification – Chair of Trustees**

| **Attributes** | | **Essential** | **Desirable** |
| --- | --- | --- | --- |
| **1.** | **Relevant Experience** |  |  |
|  | Experience of Board governance including an understanding of the legal duties, responsibilities and liabilities of trusteeship | E |  |
|  | Significant experience of chairing strategic meetings | E |  |
| **2.** | **Special Knowledge & Skills** |  |  |
|  | Strong interpersonal and relationship building skills, including ability to work constructively and transparently with CEO and SMT | E |  |
|  | Strong leadership skills and capacity for strategic vision | E |  |
|  | Ability to facilitate discussions and decision-making; ability to support others to communicate and participate; tactful and diplomatic | E |  |
|  | Networking and public speaking |  | D |
| **3.** | **Personal Attributes** |  |  |
|  | Strong passion and commitment to One25 and its strategic values | E |  |
|  | Impartiality, fairness and the ability to respect confidences | E |  |
| **4.** | **Any Other Requirements** |  |  |
|  | Ability to commit sufficient time to conduct the role well, including commitments outside regular schedule of meetings | E |  |
|  | Able to actively demonstrate a willingness to work within the inclusive Christian ethos of One25 | E |  |