

## **Mahseer Trust**

### **Chair Role Description**

**December 2015**

Remuneration:	The role of Chair is not accompanied by any financial remuneration, although expenses for travel may be claimed
Location:	Mainly U.K but some travel may be necessary
Time commitment:	A minimum of 2 Board meetings per year but this may increase with the agreement of the trustees. The Chair is also expected to have regular meetings with the Lead Officer, and also represent the charity at various events and meetings with key stakeholders.
Reporting to	Board of Trustees

### **Job Description**

#### **Objective**

The Chair will hold the Board to account for the Charity's mission and vision, providing inclusive leadership to the Board of Trustees, ensuring that each trustee fulfils their duties and responsibilities for the effective governance of the charity. The Chair will also support, and, where appropriate, challenge the Lead Officer (if in place) and ensure that the Board functions as a unit to achieve agreed objectives. He or she will act as an ambassador and the public face of the charity in partnership with the Lead Officer.

#### **Principal responsibilities**

##### **Strategic leadership**

- Provide leadership to the charity and its Board, ensuring that the charity has maximum impact for its beneficiaries
- Ensure that Trustees fulfil their duties and responsibilities for the effective governance of the charity
- Ensure that the Board operates within its charitable objectives, and provides a clear strategic direction for the charity
- Ensure that the Board is able to regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate the risks
- Ensure that the Board fulfils its duties to ensure sound financial health of the charity, with systems in place to ensure financial accountability

##### **Governance**

- Ensure that the governance arrangements are working in the most effective way for the charity
- Develop the knowledge and capability of the Board of Trustees
- Encourage positive change where appropriate address and resolve any conflicts within the Board
- Appraise the performance of the trustees and the Board on an annual basis
- Ensure that the Board of Trustees is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively, and which also reflects the wider population
- Work within any agreed policies adopted by the charity

### **External Relations**

- Act as an ambassador for the cause and the charity
- Maintain close relationships with key members of the Government and with key influences
- Act as a spokesperson for the organisation when appropriate
- Represent the charity at external functions, meetings and events
- Facilitate change and address any potential conflict with external stakeholders

### **Efficiency and effectiveness**

- Chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision making process
- Ensure that trustees are fully engaged and that decisions are taken in the best, long-term interests of the charity and that the Board takes collective ownership
- Foster, maintain and ensure that constructive relationships exist with and between the trustees
- Work closely with the Lead Officer to give direction to Board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of trustees
- Monitor that decisions taken at meetings are implemented.

### **Additional information**

The Vice-Chair acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair.

The above list is indicative only and not exhaustive. The Chair will be expected to perform all such additional duties as are reasonably commensurate with the role.