



Helping Youth & Community from Start to Finish

## **Chair to the Board of Trustees**

### **Job Description**

**Job Title:** Chair to the Board of Trustees

**Directly Reporting To:** Board of Trustees

#### **Role Summary**

The role of the Chair is to provide leadership and direction to the Board of Trustees.

The Chair's aim is to enable the board to fulfil their responsibilities for the overall governance and strategic direction of the organisation.

The Chair will ensure that the organisation complies with its governing document and any other relevant legislation or regulations and to make sure that the organisation pursues its objectives as defined in its constitution.

The Chair's role is to work in partnership with the Board of Management, helping them achieve their vision for the organisation.

#### **Objective**

The Chair will hold the Board and Board of Management to account for the OnTrak'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 Management and ensure that the Board functions as a unit and works closely with the entire charity to achieve agreed objectives. He or she will act as an ambassador and the public face of the charity in partnership with the Chief Executive.

#### **Principal responsibilities**

##### **Strategic leadership**

- Providing leadership to the organisation and the board by ensuring that everyone remains focused on the delivery of the organisation's charitable purposes in order to provide greater public benefit

- 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 and / or the charity
- 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
- 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 Board of Management 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.

### **Relationship with the Management**

- Establish and build a strong, effective and a constructive working relationship with the Management, ensuring they are held to account for achieving agreed strategic objectives
- Support the Management, whilst respecting the boundaries which exist between the two roles
- Planning the annual cycle of board meetings and other general meetings where required, for example annual general meeting

- Ensure regular contact with the Management and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges
- Liaise with the Management to maintain an overview of the Charity's affairs, providing support as necessary
- Sitting on appointment and disciplinary panels
- Ensure that the management has the opportunity for professional development and has appropriate external professional support

### **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.

### **Person Specification**

**In addition to the qualities required of a Trustee of the charity, the Chair must also meet the following requirements:**

#### Personal Qualities

- Demonstrate a strong and visible passion and commitment to the charity, its strategic objectives and cause
- Personal gravitas to lead a significant national organisation
- Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Strong networking capabilities that can be utilised for the benefit of the charity
- Ability to foster and promote a collaborative team environment
- Ability to commit time to conduct the role well, including travel and attending events out of office hours

#### Experience

- Experience of operating at a senior strategic leadership level within an organisation would be advantageous
- Successful track record of achievement through their career
- Experience of charity governance and working with or as part of a Board of Trustees
- Experience of external representation, delivering presentations and managing stakeholders
- Significant experience of chairing meetings and events
- Experience of recruiting Trustees

## Knowledge and skills

- Broad knowledge and understanding of the Civil Society (third sector) sector and current issues affecting it
- Strong leadership skills, ability to motivate staff and volunteers and bring people together
- Financial management expertise and a broad understanding of charity finance issues
- Good understanding of charity governance issues

## Terms

The charity's Chair (and board members) will serve a one-year term to be eligible for re-appointment at the end of each term for one additional term.

## Remuneration

The role of Chair is not accompanied by any financial remuneration, although expenses for travel or other agreed expenses may be claimed.

## Time Commitment

Three Board meetings per year. The Chair is also expected to have regular meetings with the Management and also represent the Charity at various events and meetings with key stakeholders.

OnTrak Community Initiative is a children's charity founded in 2012 by Adrian Woods MBE. We are an entirely self-funded organisation using our charitable businesses to fund our community and outreach work. We are made up of passionate and highly specialised people who want to make a difference within our communities. We have a wide-ranging impact across the UK working with different front-line partners and collaborations to bring much needed services to the community. We are seeking to appoint a Chair of the Board of Trustees to provide leadership to the Board and to ensure that the organisation delivers its charitable purpose in close cooperation with the Management.

The Chair will be in the unique position to be able to recruit most members of the Board and this would attract a dynamic Chair who has a solid experience of charity governance and leadership.

A Chair is sought who has a strong empathy with the organisation's objectives and has some understanding of, or interest in, positive directions for young people and our communities. We are looking to appoint a Chair who can provide strategic insight and expertise to the Board deliberations and support the organisation in its growth and development.

OnTrak have an active Management responsible for the day to day running of the organisation. The Chair's role is to work in partnership with the Management, helping them achieve their vision for the organisation.

OnTrak operates a wide open policy on equality, diversity and welcomes representation from all our communities.

OnTrak would also welcome applications from those wishing to apply for the position of Trustee.