



JOB TITLE: Chair of Trustee Board
DIRECT REPORT: Chief Executive Officer (CEO)

ROLE SUMMARY

As the Chair, you will hold the Board and Executive team to account for the Charity's mission and vision. You will provide inclusive leadership and ensure all Trustees work together to fulfill their duties and responsibilities for the effective governance of the Charity. You will support and, where appropriate, challenge the CEO in order to achieve the Charity's objectives. You will encourage excellent, well-rounded, and considered strategic decision-making within the Board and provide guidance and resources to enhance Board capabilities.

YOUR KEY RESPONSIBILITIES

- Strategic leadership
 - Provide leadership to the Board, ensuring it effectively fulfils its goals and follows a clear strategic direction, ensuring the Board operates within its charitable direction.
 - Monitor effective governance.
- Governance
 - Identify and review major risks and opportunities.
 - Maintain careful oversight of risks to reputation and/or financial standing and legal compliance and obligations, ensuring these are mitigated and controlled with the representative sub committees.
 - Encourage positive change and, where appropriate, address/resolve conflicts and complaints, including attendance at panels for disciplinary and grievance procedures, where required.
 - Review regular progress reports, provided by the CEO, of the Charity's work and financial performance.
 - Lead and mentor Trustees to fulfil their responsibilities, developing knowledge and capability through signposting to training/coaching/information, as appropriate.
 - Ensure Trustees fulfill attendance obligations and where necessary address Trustee engagement/commitment issues.
 - Annually review the Board structure and refresh and recruit Trustees, where required, ensuring wide-ranging skills and experience and allocating roles, where appropriate.
 - Comply with the Charity's policies, ensuring adherence and compliance across the Board.
- Efficiency and effectiveness
 - Chair and facilitate meetings, ensuring they are well-planned, and meaningful, and achieve their outcomes, whilst displaying impartiality and objectivity at all times.
 - Monitor and ensure implementation of decisions and actions.
 - Engage Trustees to take collective ownership of the long-term best interest of the Charity.
 - Foster good relationships between Trustees and display a strong commitment and drive to promote equitable and inclusive practices.
 - Attend other sub-committees and/or working groups, where required.

- Relationship with the CEO and wider management team
 - Build effective and strong working relationships.
 - Maintain regular communication in order to obtain a timely overview of the Charity's affairs.
 - Hold to account in the context of the implementation of Alex TLC's strategy and policies.
 - Support professional development and conduct the CEO's annual appraisal.
 - Support strategic planning, regularly reviewing the long-term strategic aims of the Charity with the CEO and Board.
 - Regularly review organisational policies, goals, staff resourcing, targets, and performance measures to conform with governance requirements.

All other duties as detailed in the Charity Commission expectations - <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>

WHAT WILL YOU BRING TO THE ROLE?

ESSENTIAL

- A willingness to understand and adhere to the legal duties, responsibilities, and liabilities of Trusteeship.
- A commitment to the Charity's objectives, aims and values and a willingness to devote the necessary time to undertake responsibilities.
- Strategic and forward looking vision in relation to the Charity's objectives and aims.
- Sound, independent and impartial judgement.
- Good communication, interpersonal, and relationship management skills.
- Inclusive leadership skills.
- The ability to handle sensitive situations, demonstrating tact, diplomacy and confidentiality.
- Confidence to challenge and constructively criticise.
- Prior experience as a Trustee and/or working on a Committee.

DESIRABLE

- Previous knowledge of the Charity and/or Health sector.
- Previous volunteering experience.
- Experience in chairing meetings and committee work.
- Experience in Charity finance and fundraising.
- Change management skills.

OUR EXPECTATIONS OF YOU

- Attendance at a minimum of 3 Board meetings per year. The Board meets virtually at least 4 times a year.
- Regular and responsive communication with the CEO outside of meetings (electronically/by telephone).
- To ensure relevant documentation is reviewed prior to and after meetings and that actions are implemented where necessary.

FURTHER INFORMATION

- Access to support and mentorship is available for the Chair role, as required.
- Alex TLC's reputation is paramount to its success, therefore, we are unable to accept applications from individuals who have been involved in incidents attracting either negative or controversial publicity.