

# Trustee Job Description - Chair

South Staffordshire Network for Mental Health

## DUTIES & RESPONSIBILITIES

The role of the Chair is to lead the board of trustees, ensuring that it fulfils its responsibilities for the governance of the charity. Work in partnership with the Coordinator, helping him/her achieve to achieve the aims of the charity; and to optimise the relationship between the board to trustees and the staff/volunteers. In addition to the duties of the trustee the Chair will be responsible for:

- Planning the annual cycle of board meeting
- Setting agendas for board meetings
- Chairing and facilitating board meetings
- Giving direction to board policy-making
- Monitoring decisions taken at meetings are implemented
- Representing the organisation at functions, meetings and acting as a spokesperson as appropriate.
- Liaising with the Coordinator to keep an overview of the organisation's affairs and to provide support as appropriate.
- Line management and supervision of the coordinator including appraisal of performance.
- Sitting on appointment, disciplinary and problem-solving panels
- Bringing impartiality and objectivity to decision-making.
- Facilitating change and addressing conflict within the board and within the organisation, liaising with the coordinator to achieve this.

## PERSON SPECIFICATION

- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team.
- Leadership skills
- Experience of committee work
- Tact and diplomacy
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences.

It is also desirable for the Chair to have knowledge of the type of work undertaken by the organisation and a wide involvement with the voluntary sector and other networks.