

Chair of Trustees

Job Description

Reports to:	The Board
Post:	Voluntary with expenses reimbursed
Meetings:	Scheduled quarterly trustee meetings in Salisbury with email communication in between and ad hoc sub-meetings as required

Purpose of the role

- to lead the board in ensuring the effective performance of its governance responsibilities
- to work in partnership with the Chair of Operations Committee to help him / her achieve the objects set for South Wilts Mencap
- to ensure there is an effective relationship between the board and South Wilts Mencap's contractors, volunteers, members, and stakeholders.

Main Duties

Note: some duties may be delegated to other board members

Ensure the board fulfils its responsibilities

- chair trustee meetings so that the board functions effectively and carries out its duties
- ensure the board sets an overall direction (strategy) for South Wilts Mencap with clear policy objectives
- ensure the business of meetings is dealt with, and decisions, when required, are arrived at, and recorded, and their implementation monitored
- ensure South Wilts Mencap's financial dealings are prudently and systematically accounted for, audited, or independently examined, and publicly available
- ensure South Wilts Mencap has a satisfactory system for holding in trust for its beneficiaries any funds or property, and for investing to the greatest benefit of South Wilts Mencap, within the constraints of the law and ethical investment practices.
- ensure that satisfactory arrangements are made to identify and nominate the next Chair of the board
- recruit board members with relevant expertise and experience
- ensure the board regularly reviews its structure, role, and relationship to the Operations Committee and implements change as necessary
- ensure that board members receive appropriate advice, training, and information relating to their role
- serve as an additional promoter of the organisation to relevant stakeholders.

Help the Operations Committee achieve the objects set for the organisation

- ensure the board develops a long-term strategy for South Wilts Mencap with objectives which can be monitored
- monitor progress in implementing the annual work plan
- ensure appropriate goals are set for the resources available to South Wilts Mencap
- ensure appropriate arrangements are in place to support, monitor and review the work of the Operations Committee and other contractors
- help promote South Wilts Mencap to a wider audience of potential funders and beneficiaries.

Ensure an effective relationship between contractors, volunteers, members, and other stakeholders

- ensure South Wilts Mencap has appropriate procedures to:
 - comply with current legislation and good practice, including safeguarding, health and safety, non-discrimination
 - advertise for, interview, select and appoint contractors
- agree, with the Chair of Operations, an annual schedule for committee and subcommittee meetings and key events
- through the Chair of Operations, ensure appropriate communication between the board and contractors, volunteers, members and stakeholders.