

Job Description Chair

Job Title: Chair
Term of Office: Elected annually
Location: ROCC Office

Main tasks

1. To lead the trustee body in ensuring that it fulfils its responsibilities for the governance of the organisation.
1. To work in partnership with the Chief Executive helping him/her to achieve the mission of the organisation.
1. To optimise the relationship between the trustee body and its staff/volunteers.

Main duties

A. Ensuring trustee body fulfils its responsibilities

1. To chair meetings of the trustee body; see that it functions effectively and carries out its duties.
2. To ensure that the trustees set overall strategy and policy objectives.
3. To ensure that the organisation's financial dealings are prudently and systematically accounted for, audited and publicly available.
4. To ensure that ROCC resources are applied exclusively in pursuance of its objects.
5. To ensure that the organisation has a satisfactory system for holding in trust for the beneficiaries of the charity any monies or property to ensure that where appropriate monies are invested to the greatest benefit of the organisation within the constraints of the law and ethical investment practices.
6. To monitor that decisions taken at meetings are implemented.
7. To safeguard the reputation and values of ROCC.
8. With the Chief Executive to develop appropriate and relevant agendas for meetings.

9. In consultation with the Chief Executive to make recommendations on the composition of the trustee body, and future chairs of the trustee body (with a view to succession).
10. To work in consultation with the Chief Executive to recruit trustees and co-optees with specific/relevant expertise.
11. To ensure that the trustee body annually reviews its structure, role, relationship to staff and implements agreed changes as necessary.
12. To define and keep under review selection and performance criteria for trustees.
13. With the Chief Executive to ensure that all trustees receive appropriate advice, training and information relating to their role.
14. To use individual skills, knowledge and experience to assist the Board in reaching sound decisions; this may involve scrutinising Board papers, leading discussions, participating in sub-committees and working groups, providing advice and guidance, or any other relevant issues in which the trustee has special expertise.
15. To understand the difference between governance and management, and to delegate appropriately.

B. Helping the Chief Executive achieve the organisation's mission

1. To ensure that the trustees develop a long-term strategy for the organisation together with the Chief Executive, with objectives which can be monitored.
1. To monitor progress of the business plan and overall strategic plan.
2. To ensure that appropriate resources (personnel, financial, material) are secured with which to achieve agreed goals.
3. To ensure that the Chief Executive delivers the annual plan and budget.
4. To support, monitor and review the work of the Chief Executive.
5. To promote the organisation to a wider audience of potential donors and beneficiaries.
6. To participate in resource management including grievance and disciplinary matters as defined by ROCC's various personnel policies.

C. Optimising the relationship between Trustee body and staff/volunteers

1. To ensure that the organisation has appropriate procedures, e.g.
 - to comply with current employment and equal opportunities legislation and good practice
 - to advertise, interview and select senior staff

- to receive regular informal progress reports of the organisation's work through the Chief Executive
 - to reflect to the trustee body any concerns staff have in regard to the role of the trustee body, its sub-committees or members; to relate the concerns of the trustee body and other constituencies to the Chief Executive
 - in consultation with the Chief Executive, to agree an annual calendar of meetings of the trustees and major events for the organisation
 - To support and contribute to the development of the Trustee Board, facilitating change and addressing conflict
2. Through the Chief Executive to ensure regular written communications between the trustee body and the staff group and in particular the senior managers.

NOTE: Some of the duties listed above may be delegated to other trustees.

Person Specification

General

- Knowledge and experience of the voluntary and community sector, and current involvement in the sector; ideally some knowledge of supported housing and of ROCC itself
- Ability to offer commitment to ROCC
- Willingness to devote the necessary time and effort
- Strategic vision
- Independent judgement
- Ability to think creatively
- Willingness to speak out
- Ability to listen
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Ability to work according to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

Skills and Attributes

- Leadership skills
- Experience of committee work
- Tact and diplomacy
- Good communication and interpersonal skills
- Impartiality, fairness, and ability to respect confidences and confidentiality