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| **Chairperson** | |
| **Key Tasks** | * Call meetings when appropriate, ensuring that they are conducted in accordance with Supporters Direct rules and guidelines and ensure that agendas are set in conjunction with the secretary. * Lead the Board, ensuring that members are recruited, inducted, receive appropriate training, are aware of their roles and responsibilities and to ensure that the Board operates as a team. * Ensure the construction of a work plan to represent defined strategies and policies and lead the Board in the setting of objectives in line with the primary purpose, defined responsibilities and financial constraints of the Trust. * Ensure the Trust operates in accordance with the Model Rules and other documentation adopted by the Trust Board. * Chair Board meetings and ensure that all Board members are involved in the decision-making process. * Ensure that all decisions taken are acted upon. * Take an active part in resolving conflict within the Board bearing in mind the best interests of the organisation and its beneficiaries. * Ensure all sub committees or advisory groups commissioned by the Management Board have clearly defined, understood and agreed Terms of Reference. * Regular and consistent liaison with key director positions. * Signatory for all Trust financial expenditure. * Give chairman's report at the AGM on the past year's work and any initiatives, goals etc for the next year. * Represent the Trust externally. |
| **Qualities required** | * Commitment to attend meetings and accept responsibility for the performance of key tasks as allocated by the Board and/or membership * Commitment to the values of the trust * Commitment to support all motions and initiatives undertaken by the committee * Willingness to represent the Trust membership and the values of the organisation in public. * Committed to undertaking all key tasks defined in the Chairperson’s job description. |
| **Skills required** | * An understanding of the Trust movement and the aims and objectives of the Trust. * Excellent written and verbal skills. * Good organisational skills. * Ability to delegate duties. * Understanding of Board financial management. * Ability to lead and manage meetings. |
| **Responsible to** | * The membership of the Trust. * The Trust Board of the Trust. |
| **Signed** |  |
| **Signed on behalf of Trust** |  |
| **Date** |  |