



Hale Community Centre

Chair of the Trustees – Role Description

In addition to the tasks and duties outlined below the Chair also has general trustee board responsibilities.

ROLE SUMMARY

- Provides leadership and direction to the board of Trustees and enables the Board to fulfill their responsibilities for the overall governance and strategic direction of Hale Community Centre
- Ensures that Hale Community Centre pursues its objects as defined in its governing document, charity law, company law and other relevant legislation/regulations.
- Works in partnership with the Centre Manager and support them in achieving the aims of the organisation; and optimises the relationship between the board of Trustees and staff.
- Facilitates the board of trustees in stimulating excellent, well-rounded, and carefully considered strategic decision-making.

MAIN RESPONSIBILITIES

In relation to the Board

- To develop membership of the trustee board to ensure that it contains the skills, experience and knowledge needed to operate effectively, with due consideration for community representation.
- Ensure that strategic plans are formulated and that the long-term strategic aims of the charity are regularly reviewed.
- Ensure that organisational policies are in place, that goals and targets are identified, and that performance is evaluated against agreed targets.
- Approve the annual cycle of the board meetings, meeting agendas, chair and facilitate meetings, monitor decisions taken at meetings and ensure they are implemented.
- Liaise regularly with the Treasurer to maintain a clear grasp of the charity's financial position and to ensure full and timely financial transparency and information disclosure to the Board.
- Lead and mentor other Board members to fulfil their responsibilities and enable access to training/coaching/information to enhance the overall contribution of the board.

- Annually review the Board structure, role, staff relationships and ensure implementation of agreed changes/developments are carried out.
- Encourage team working among Board members and encourage them to identify and recruit new trustees as required
- Create a strong, profitable, and fulfilling working relationship with trustees and the Centre Manager through review and self-reflective evaluation of contributions and effectiveness of the board.
- To ensure that trustees receive induction and adequate training to enable them to fulfil their roles
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In relation to the Centre Manager

- Lead the process of appraising and constructively guiding the performance of the Centre Manager.
- Consult with Centre Manager on matters of strategy, governance, finance, and HR.
- Oversee the Centre Manager's activities in the context of the implementation of Board's strategy and policies.
- Receive regular informal progress reports of the organisation's work and financial performance through the Centre Manager.

In relation to the community and code of conduct

- Represent the organisation as a spokesperson at appropriate events, meetings, or functions.
- Ensure the property of the organisation is managed and protected.
- Lead the Board in fostering relations with potential clients and potential funders/donors.
- Act as final stage adjudicator for disciplinary and grievance procedures if required.
- Facilitate change and address conflict within the Board of Trustees, within the organisation and liaise with the Centre Manager to achieve this.
- Undertake review of external complaints as defined by the organisation's complaints procedure.
- Ensuring adherence and compliance around key policies to e.g. Equality of Opportunity, Health & Safety and in all decisions and discussions of the Board and any sub-committees.
- Attend and be a member of other committees or working groups when appropriate in role as Chair.
- Assume guardianship of the legal and financial integrity of the organisation.
- Maintain careful oversight of any risk to reputation and/or financial standing of the organisation.