



Chair of Trustees Job Description

The overall role of the Chair is to:

- Plan the annual cycle of board meetings
- Chair & facilitate board meetings
- Set agenda for board meetings
- Give direction to board policy-making

Additional duties of the Chair of the board of trustees

- Monitoring that decisions taken at meetings are implemented
- Representing the organisation at functions, meetings
- Acting as a spokesperson as appropriate
- Bringing impartiality and objectivity to decision-making
- Where staff are employed:
 - Liaising with the Manager to keep an overview of the organisation's affairs and to provide support as appropriate;
 - Leading the process of appraising the performance of the Manager;
 - Sitting on appointment and disciplinary panels
 - Liaising with the Manager to develop the board of trustees
 - Facilitating change and addressing conflict within the board and within the organisation, liaising with the Manager to achieve this.

The vice-chair acts for the chair when the chair is not available and undertakes assignments at the request of the chair.

Chair person specification

- Commitment to BPCG
- Willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- 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 would also be desirable for the chair to have knowledge of the type of work undertaken by BPCG and a wider involvement with the voluntary sector and other networks.