



## Chair of Trustees Role Description

Remuneration:	The Chair of Trustees is unpaid although expenses for travel may be claimed.
Time commitment:	4 Board Meetings per year, plus sub committees as required (in person and/or on Teams); 1 annual strategy planning day (in person); monthly catch ups with the CEO (in person/Teams/phone); occasional attendance to represent the charity at events and meetings with funders/sponsors
Accountable to:	Board of Trustees
Term of office:	The Chair of Trustees is appointed for an initial three-year term, with the option to serve a second three-year term by mutual agreement of the Board.

*The Chair is also subject to TCC's Trustees' Code of Conduct.*

## Purpose of the role

The Chair of Trustees provides leadership to the Board of Trustees of The Creighton Centre, ensuring that the Board fulfils its responsibilities for the overall governance, strategic direction and long-term sustainability of the charity. The Chair works in close partnership with the Chief Executive, supporting and constructively challenging them, and acts as an ambassador for the charity.

## Statutory and collective responsibilities

As a trustee, the Chair shares collective responsibility with the Board to:

- Ensure the organisation complies with its governing document and with charity law and other relevant legislation and regulation.
- Ensure the organisation pursues its charitable objectives as defined in its governing document.
- Ensure the organisation applies its resources exclusively to meet its charitable objectives.
- Safeguard the good name, values and reputation of the organisation.
- Ensure the effective and efficient administration of the organisation.
- Ensure the financial stability of the organisation.
- Protect and manage the property and assets of the organisation and ensure the proper investment of its funds.
- Appoint the Chief Executive and monitor their performance.
- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of the charity and for its corporate behaviour.
- Acting as guardians of the charity's assets, both tangible and intangible.
- Ensuring that the charity's governance is of the highest possible standard.

## **Additional responsibilities of the Chair**

In addition to the above, the Chair has specific responsibility to:

- Provide effective, non-executive leadership to the Board, ensuring it operates as a cohesive, high performing governance body with a clear focus on strategy, oversight and accountability rather than day-to-day management.
- Chair Board meetings, sub committees as required and the AGM, ensuring meetings are well planned, inclusive and focused on strategic priorities, risk, performance and long-term sustainability.
- Set the agenda for Board meetings in partnership with the CEO, ensuring the Board receives timely, accurate and appropriate information to enable effective decision making.
- Facilitate constructive discussion and collective decision-making, ensuring that all trustees are able to contribute and that differences of view are managed respectfully and effectively.
- Work with the Board and CEO to lead the development, agreement and periodic review of the charity's strategic priorities, including oversight of a multi-year strategy.
- Support and appropriately challenge the Chief Executive, acting as a sounding board and leading on their appraisal, while respecting the distinction between governance and management.
- Lead the Board's oversight of major strategic projects, including the refurbishment and renovation of the charity's building, ensuring appropriate governance, risk management and financial scrutiny are in place.
- Ensure robust governance policies, procedures and Board development arrangements are maintained and regularly reviewed.
- Act as an ambassador for the charity when appropriate, supporting key relationships with stakeholders, partners and funders, while delegating operational engagement to the Chief Executive.
- Lead by example in upholding the charity's values, promoting equity, diversity and inclusion, and maintaining the highest standards of integrity and accountability.

The above list of duties is indicative only and not exhaustive. The Chair will be expected to perform all such additional duties as are reasonably commensurate with the role.

## **Chair of Trustees – Person Specification**

### **Experience**

- Significant experience of being on a board, ideally as a Chair, Vice-Chair or in another senior governance role, within a charitable, public sector or commercial organisation.
- Demonstrable experience of providing strategic leadership and guiding an organisation through change and/or growth.
- A strong track record of building and sustaining effective relationships with key stakeholders to achieve organisational objectives.
- Proven experience of exercising sound judgement, facilitating collective decision making and managing differing perspectives.
- A clear commitment to promoting equity, diversity and inclusion in governance and organisational culture.

### **Knowledge, skills and understanding**

- A strong commitment to The Creighton Centre's mission, values and beneficiaries, and a willingness and capacity to devote the necessary time and energy to the role.

- Excellent leadership, facilitation and communication skills, with the ability to encourage participation and build consensus.
- The confidence and diplomacy to challenge constructively, including a preparedness to address difficult issues and, where necessary, make or support unpopular decisions in the best interests of the charity.
- The ability to develop a productive, trusting and respectful working relationship with the CEO while maintaining appropriate boundaries.
- Good, independent judgement and a clear strategic vision.
- A sound understanding of the legal duties, responsibilities and liabilities of trusteeship, and of good practice in charity governance (or a willingness to develop this understanding).
- An ability to work collaboratively and effectively as part of a team, while also providing clear leadership.
- A clear understanding of the respective roles of the Chair, Trustees and Chief Executive, and the importance of maintaining those distinctions.