**Role:** Chair of the Board of Trustees

**Role Type:** Voluntary – 2 days a month

**Location:** Woking

**Reporting To:** Board of Trustees

**Role Summary**

As the Chair of the Board of Trustees, you will bring strong leadership and direction to the charity, fostering a collaborative environment with the Board, CEO, and senior staff to achieve the charity's vision. The Chairs aim is to empower the Board in fulfilling their duties of overseeing governance and setting the strategic course for the charity. You'll ensure compliance with all relevant legislation, upholding the charity's constitution and objectives.

**Strategic Leadership**

* Guide the Trustee Board in shaping and overseeing the implementation of the strategic plan, providing regular insights and direction.
* Facilitate proactive risk assessment and opportunity identification, ensuring robust systems for risk management and capitalising on opportunities.
* Safeguard the charity's financial stability, guaranteeing rigorous financial accountability measures are in place.
* Encourage a culture of innovation within the organisation, fostering creative thinking and adaptive strategies to address changing circumstances and stay relevant.
* Champion diversity, equity, and inclusion within the organisation, both in terms of staff and beneficiaries, to ensure the charity reflects and serves a diverse population.

**Enhancing Governance Effectiveness**

* Optimise governance structures for maximum efficiency, ensuring they align seamlessly with the mission and vision of the Charity.
* Cultivate the expertise and proficiency of the Board of Trustees, nurturing a dynamic and informed governing body, ensuring regular training and development opportunities to keep their skills refreshed and up to date.
* Encourage positive change where needed, addressing, and resolving conflicts within the Board in a positive and constructive manner.
* Conduct annual performance appraisals of Trustees and the Board, fostering a culture of continuous improvement.
* Advocate for a diverse and well-balanced Board, reflecting a spectrum of skills, knowledge, and experiences vital for effective leadership and governance.

 **External Relations**

* Act as a passionate ambassador for the charity and its noble cause.
* Represent the charity at external events, functions, and meetings, bridging relationships with external stakeholders and managing potential conflicts effectively.
* Build and maintain strong relationships with key stakeholders, including donors, partners, government entities, and the broader community, to garner support and resources for the organisation.

**Driving Efficiency and Effectiveness**

* Strategically plan the annual cycle of Board meetings and other critical sessions, collaborating closely with the Chief Executive.
* Chair Board meetings with impartiality and objectivity, ensuring decisions are made in the best long-term interests of the charity, collectively owned by the Board.
* Foster and sustain constructive relationships amongst Trustees, ensuring an environment of trust and collaboration.
* Collaborate closely with the Chief Executive to guide policymaking, ensuring meetings are purposeful and reflective of Trustee responsibilities.
* The Chair will lead in identifying and developing potential successors within the Board of Trustees.

**Nurturing a Collaborative Relationship with the Chief Executive and Management Team**

* Cultivate a robust and constructive partnership with the Chief Executive, holding them accountable for achieving shared strategic objectives.
* Agree with the Chief Executive whether and how best to engage with and support the charity’s management team.
* Ensure the Chief Executive receives the support, supervision, and mentorship they need to excel in their role, while respecting professional boundaries, providing support directly making use of expertise within the Board where appropriate.
* Maintain open channels of communication with the Chief Executive, creating a space for candid discussions about concerns, worries, and challenges.
* Prioritise the Chief Executive's professional development, ensuring they have access to relevant external support.

**Person Specification**

**Personal Qualities**

* **Integrity and Transparency:** Demonstrates unwavering personal integrity and openness, fostering a culture of trust.
* **Passionate Advocate:** Displays a compelling dedication to the Charity's mission, inspiring others with their fervent commitment.
* **Influential Leader**: Possesses gravitas and leadership skills that empower effective guidance.
* **Exceptional Relationship Builder:** Excels in cultivating meaningful connections and embraces an ambassadorial role.
* **Tactful Communicator:** Engages with diplomacy, fostering understanding through effective communication.
* **Strong Networker:** Leverages a robust network for the benefit of the charity.
* **Collaborative Team Player:** Fosters teamwork and unity among team members.

**Experience**

* **Strategic Visionary:** Holds senior strategic leadership roles, achieving significant accomplishments.
* **Proven Successes**: Has a history of noteworthy achievements and a track record of driving meaningful change.
* **Governance Expertise:** Experienced in charity governance and working with or as part of a Board of Trustees.
* **Inspiring Leader:** Provides direction and support, instilling confidence, and dedication in others.
* **Stakeholder Management:** Proficient in external representation and managing diverse stakeholders.
* **Effective Chairperson:** Extensive experience in chairing meetings and events.
* **Trustee Recruitment:** Skilled in identifying and nurturing top talent for Trustee roles.

**Knowledge and Skills**

* **Homelessness Expertise:** In-depth understanding of homelessness and its challenges.
* **Charity Sector Insight:** Comprehensive knowledge of the charity sector and governance issues.
* **Empowering Leadership:** Motivates and unifies individuals, fostering a culture of collaboration.
* **Financial Stewardship:** Proficient in financial management and charity finance matters.

**Additional Terms**

**Legal Eligibility**: Must be eligible to act as a charity trustee and will undergo a Disclosure and Barring Service check.

**Term Length:** The Chair (and Trustees) will serve a 3-year term, with eligibility for reappointment at the end of each term for two additional terms.

**Committee Attendance:** The Chair has the right to attend all sub-committees.