**Role Description for the Chair of Advonet**

**Role title:** Chair

**Reports to:** The Board

**Purpose of the role**

* To lead trustees in ensuring the effective performance of its governance responsibilities
* To work in partnership with the Chief Executive to help them achieve the objectives set for the organisation
* To ensure there is an effective relationship between the board and the organisation, staff, volunteers, members, and stakeholders

**Main duties**

Note: some of the duties listed below may be delegated to other board members.

**Ensure the board fulfils its responsibilities**

* Chair board meetings so that the board functions effectively and carries out its duties
* Ensure the board sets an overall direction (strategy) for the organisation with clear policy objectives
* Ensure the business of meetings is dealt with, and decisions, when required, are arrived at, and recorded, and their implementation monitored
* Ensure the organisation’s financial dealings are prudently and systematically accounted for, audited, or independently examined, and publicly available
* Ensure the organisation has a satisfactory system for holding in trust for its beneficiaries any funds or property, and for investing to the greatest benefit of the organisation, within the constraints of the law and ethical investment practices.
* Ensure that satisfactory arrangements are made to identify and nominate the next Chair of the board
* Work in consultation with the Chief Executive to recruit board members with relevant expertise and experience
* Ensure the board regularly reviews its structure, role, and relationship to staff and implements change as necessary
* Ensure, with the Chief Executive, that board members receive appropriate advice, training, and information relating to their role
* Play a part in the promotion of the organisation to relevant stakeholders

**Help the Chief Executive and Senior Management Team to achieve the objectives set for the organisation**

* Ensure the board develops a long-term strategy for the organisation with objectives which can be monitored
* Monitor progress in implementing the annual work plan
* Ensure appropriate goals are set for the resources available to the organisation
* Ensure appropriate arrangements are in place to support, monitor and review the work of the Chief Executive
* Help promote the organisation to a wider audience of potential funders and beneficiaries

**Ensure an effective relationship between staff, volunteers, members, and other stakeholders**

* Ensure the organisation has appropriate procedures to:
  + Comply with current legislation and good practice, including employment, health and safety, non-discrimination
  + Advertise for, interview, select and appoint staff
* Agree, with the Chief Executive, an annual schedule for board and subgroup meetings and key events through the Chief Executive, ensure appropriate communication between the board and staff, volunteers, members and stakeholders

**Time Commitment**

Trustees, including the chair, are expected to attend an induction session prior to their first board meeting. Trustees are expected to attend all board meetings. Board meetings are held four times a year in the evening.

Papers are distributed five days in in advance of meetings.

Trustees may be asked to join one of three board subgroups, each of which meets twice a year, for approximately two hours, during normal office hours, in London.

Trustees are invited to the annual general meeting, which takes place during the day in November.

Trustees can claim out of pocket expenses incurred in travelling to meetings.

**Person Specification**

* A commitment to the mission, values and vision of Advonet
* Supportive and confident leadership style
* Good meeting and presentation skills
* Integrity
* Strategic vision
* Good, independent judgement
* An ability to think creatively
* A commitment to inclusion and diversity
* A willingness to speak their mind
* An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship