

JOB DESCRIPTION FOR A CHAIR OF TRUSTEES



NORCA & Sistema in Norwich – April 2020

1 KEY RESPONSIBILITIES

- **Strategic Leadership** - Providing leadership to the Charity and its Board, ensuring the Charity has maximum impact for its beneficiaries, operates within its charitable purposes, has a clear strategic direction, robust fundraising strategy and regularly reviews major risks.
- **Governance** - Ensure that the Charity's governance arrangements work in the most effective way and that the Trustee process is robust and refreshed, as appropriate. Work closely with the Board members
- **External Relations** - Act as an ambassador and spokesperson for Charity and its work, and represent the Charity
- **Efficiency and Effectiveness** - Chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity; ensuring that decisions are taken in the best, long-term interests of the Charity.
- **Relationship with the Executive Director** - Establish and build a strong, effective and supportive working relationship with the Executive Director, ensuring that he/she is held to account for achieving agreed Strategic and Business Plan objectives, and carrying out annual appraisal.

2 GOVERNANCE

- To ensure the Charity has a clear vision, mission and strategic plan and that the charity, the Trustees and the Executive Director are focused on achieving these.
- To ensure the Charity's financial dealings are systematically accounted for, audited and publicly available

3 MEETINGS

To ensure that Board meetings take place regularly, have minutes, that minutes with actions are distributed within 5 working days of each meeting.

To lead the Board and ensure that items discussed and prioritized are a fundamental issue for the charity.

To ensure Trustees have a proper induction

4 SUPPORT TO THE EXECUTIVE DIRECTOR

- To work in partnership with the ED to ensure that the charity has a clear vision, mission and strategic direction and that the charity, the Trustees and the Chief Executive are focused on achieving these.
- To ensure that there are regular one to one meetings with the ED to talk openly, discuss progress and problems, agree expectations of each other; plan the board's annual programme together and prepare for meetings together. There should be no 'surprises' between chair and ED at board meetings.
- Undertake the annual appraisal of the ED

5 TIMEFRAME

- The post is advertised as a three-year term of office.

PERSON SPECIFICATION

1 TOP LEVEL SKILLS

- **Personal Qualities** – A passion and commitment to the aims of NORCASistema in Norwich. Great inter-personal and relationship building ability; tact and diplomacy
- **Experience** - Significant experience of operating at a senior strategic leadership level within an organization and charity governance, chairing meetings/events
- **Knowledge and Skills** – Demonstrate Broad knowledge and understanding of the Charitable sector, Leadership skills , Ability to motivate and bring people together, Financial management expertise, Charity governance issues
- **Time Commitment**
- Four evening Board meetings per year, Other committee meetings (eg Governance & Risk, Finance & Audit), Annual Trustee Away Day
- **Communication Skills**
- Be an excellent communicator across the whole of the organisation, taking an interest in the day-to-day work of the organisation and its people, as well as the Board responsibilities. Demonstrate tact, diplomacy and powers of persuasion

Personal Qualities

- Demonstrate a strong and visible passion and commitment to NORCASistema and its strategic objectives
- Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Have strong networking capabilities that can be utilised for the benefit of NORCASistema
- Demonstrate leadership skills and experience

Essential Skills

- Board-level experience
- Managing risk in organisations
- Demonstrable leadership qualities
- Tact and diplomacy
- Significant experience of chairing meetings and events
- Significant experience of financial planning and reporting
- Significant experience of managing risk

Desirable skills

- Understanding and experience of how Charities work
- Experience of operating at a senior strategic leadership level within a similar organisation
- Experience of charity governance and working with or as part of a Board of Trustees
- Experience of developing relationships and managing stakeholders

Applications should be submitted to Marcus Patteson, marcus@norcasisistema.org.uk

Deadline for applications is 5pm on Friday 26th June 2020.

A date will be set for interviews once the deadline has passed and in discussion with the applicants.