

Shenley Youth & Community Trust

Job Description - Chairperson

Agreed: October 2017

Date for next revision: October July 2019

1. Specific Responsibilities

In addition to the general responsibilities of a trustee/director of Shenley Youth and Community Trust ('the trust') the specific responsibilities of the Chair include:

- i) chairing and facilitating board meetings
- ii) planning and agreeing with the board and chief officer the annual cycle of board meetings
- iii) setting and agreeing with the chief officer the agendas for board meetings
- iv) giving direction to board policy making but with the full engagement of trustees/directors of the board
- v) as part of business planning supporting the Treasurer in the preparation and development of budgets
- vi) monitoring that decisions taken at board and other sub-committees with delegated powers are implemented
- vii) representing the trust and functions and meetings, acting as a spokesperson as appropriate (the Vice-Chair acts for the Chair when the Chair is not available)
- viii) working with Bournville Village Trust, lead for SYCT's Board on the recruitment and appointment of the Manager of SYCT
- ix) with SYCT's board, ensuring arrangements are in place for the effective support, professional development and supervision of the manager.
- x) liaising with the manager to ensure effective support and line management arrangements for all SYCT staff are in place.
- xi) sitting on appointment and disciplinary panels as appropriate
- xii) supporting the development of the board of trustees/directors
- xiii) bringing impartiality and objectivity to decision-making
- xiv) facilitating change and addressing conflict within the board and within the organisation.

2. Qualities

In addition to the qualities, skills and experience set out in the paper 'Shenley Youth & Community Trust – 'Responsibility of Directors' the Chair will demonstrate the following qualities:

- i) leadership skills
- ii) experience of committee work
- iii) experience of organisational budget management and analysis
- iv) tact and diplomacy
- v) good communication, negotiation and interpersonal skills
- vi) impartiality, fairness and ability to respect confidence
- vii) knowledge/experience of the voluntary and community sector

3. Other Information

The Chair is key in ensuring, facilitating and supporting the good governance and management of SYCT. In meeting her/his responsibilities a commitment of up to one day per week is necessary, with the ability to respond to urgent and immediate needs of the organisation in a flexible way.

It will be important for the Chair to live and/or work within travelling distance of Shenley Court Hall, to have some knowledge of the locality and the ability and willingness to build their knowledge of the Shenley and surrounding communities.

Travel expenses in connection for the direct work as Chair of SYCT can be paid.