

Sample job description: Chair of the board

Responsibilities:

- Provide leadership of the board and set its agenda
- Ensure the provision of accurate, timely and clear information to trustees and ensure the effectiveness of individual trustees and the board as a whole
- Ensure that trustees are given sufficient time to consider critical issues and given realistic deadlines for decision-making
- Ensure that the board concentrates on strategy and the monitoring of decisions delegated to management
- Ensure that there is a comprehensive induction programme for all new trustees, supported by the CEO/director and company secretary
- Address the development needs of the board as a whole with a view to enhancing its effectiveness including regular revision sessions on subjects such as legal status and responsibilities
- Review the performance of themselves, the trustees and CEO/director once a year
- Represent the organisation together with the director.

Appointment

The trustees may appoint and remove a chair from amongst themselves by simple majority.

At a meeting of the trustees if the chair is not able to attend then the deputy chair must undertake their duties.