Oakleaf Enterprise

Role Description. Chair of the Board

This role description is an indicator of general areas of responsibility and will be amended in accordance with the changing needs of the organisation in consultation with the post holder.

The Role of The Board

The main role of the board is to ensure that the organisation pursues its objects as defined in its governing document and complies with its policies, charity law, company law and any other relevant legislation or regulations. The board also ensures that the charity maintains a secure financial position and works closely with the CEO to determine medium and long term strategy.

A. Responsibilities specific to the Chair

1. Maintaining an overview of the organisation’s affairs and the governance of the charity.
2. Working with the Chief Executive to guide the organisation’s strategic development.
3. Representing the charity, acting as a figurehead alongside the CEO at various functions & events.
4. Planning the annual cycle of board meetings
5. Setting agendas for board meetings
6. Chairing and facilitating board meetings
7. Giving direction to board policy-making
8. Monitoring the implementation of decisions taken at meetings.
9. Acting as a spokesperson as agreed and appropriate
10. Sitting on appointment and disciplinary panels
11. Liaising with the Chief Executive to develop the board of trustees
12. Ensuring the appropriate skills, knowledge and experience needed to meet the Board's objectives are in place
13. Monitoring and 'managing' the performance of Board members
14. Appraising and supporting the performance of the Chief Executive

B. General Responsibilities of Trustees

1. To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
2. To ensure the organisation uses its resources exclusively in pursuance of its objects
3. To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, and evaluating performance against agreed targets
4. To safeguard the good name and values of the organisation.
5. To ensure risks are managed and mitigated
6. To ensure the effective and efficient administration of the organisation
7. To ensure the financial stability of the organisation & the correct use of its funds
8. To protect and manage the property of the charity

**Remuneration** – General allowable out-of-pocket expenses

**Time Commitment:** approximately 8-12 hours per month. 1 annual away day