

## Name of Organisation

### Chair of Board Role Description

**Role:** Chair of Board

**Purpose** (this should explain the reason for the role)

Organisation promotes the work of ..... and raises funds to support .....

#### Benefits

- Meeting new people.
- Be part of a team.
- Support the work of organisation.
- Develop new and existing skills.

#### Key Tasks (list the main tasks)

- Be a member of the Board of the organisation.
- Guide the work of the organisation in line with the governing document and business plans, ensuring resources are used appropriately.
- Understand the legal responsibilities of being a board member/trustee.
- Keep up to date with legislation and guidance relevant to the role of a board members and the running of the organisation.
- Understand the aims of the organisation and the work it does within the community.
- Prepare agendas for meetings in conjunction with the secretary and through consultation with other board members and/or staff.
- Ensure board meetings, AGMs and EGMs are undertaken in line with the governing document of the organisation.
- Ensure that board meetings are run effectively ensuring all discussions are appropriate, targeted to the agenda item and that decisions are made democratically and with the full participation of all present.
- The chair holds the casting vote in any decisions where there is a split.
- Read papers prior to meetings and complete any relevant actions.
- Declare any conflicts of interest while carrying out the duties of chair of the board.
- Support board members and ensure that all new board members received an appropriate induction.
- Hold annual one-to-one meetings with each board member.
- Represent the organisations and promote its work at external events as requested by the board and/or senior staff.

#### Where and when

Board meetings will be held in our office (insert appropriate location) on (insert days and times). Meetings should last no longer than 2 hours (insert appropriate time). Board members may attend meetings virtually

The Chair of the Board is appointed for an initial term of X years, with a possible re-appointment for second term. Board members can stand for the role of Chair of the

Board after having been a board member for X. (this paragraph should reflect the terms of the organisations governing document)

**With whom** (will the chair of the board be working with others etc)

The Chair of the Board will work with other office bearers, board members, volunteers, the organisation's senior management team and other staff members.

**Support and Supervision** (how will the chair of the board be supported and by whom)

When appointed to the role of Chair of the Board support will be provided by the outgoing Chair and the Vice-chair. (insert any relevant information regarding support eg if you have paid staff the Chief Executive will provide support etc)

**Training** (if training is given insert here)

The Chair of the Board will receive any appropriate training available. Board members will be provided with copies of the organisation's governing document, policies, staff contacts etc. (insert any relevant information which you give to your board)

Board members will be expected to attend ad-hoc training sessions as required by the organisation.

**Expenses**

Travel expenses to undertake board meetings or training will be reimbursed in line with the charity's expenses policy. (add any other expenses relevant)

**Other Information** (add any additional information relevant to your organisations; if PVG membership or a disclosure is required it should be noted here; if you provide any equipment to your board members eg iPad etc it should be noted here).

- Board members must meet the criteria for being a trustee as laid down by the Office of the Scottish Charity Regulator (OSCR).
- Two references will be required.

*This is an example of what a role description may look like, each organisation should adapt to meet the needs of their governing document, board and organisation's policies and procedures.*

*Some organisations will also appoint a Vice-Chair of the Board – this role description could be adapted to suit this.*