

Chair of Trustees Role Description



Role: Chair of Trustees (Volunteer)

Location: Remote meetings and various location

Commitment: Volunteer hours are flexible and negotiable. A commitment of 2-4 hours per week.

Terms of office

- Chair of Trustees are appointed for a 1-year term of office. Re-election takes place at the AGM.
- Trustees board members are appointed without a limit on the time they wish to stand.
- All trustees are nominated and voted onto the board by trustees and members.
- Trustees agree to abide by the FTS governing document and ensure that all procedures run in accordance with these articles of association.
- All appointed trustees automatically become directors of FTS due to the organisation being a company limited by guarantee as well as a charity.
- All new trustees sign a declaration of eligibility stating that they are willing and able to act as a trustee, agreeing to follow legislation and guidance from the Charity Commission.
- This is a voluntary position, but reasonable expenses are reimbursed.

About Us:

At Families Together Suffolk (FTS) we believe that children and families deserve the best start in life, to have choices and chances to live the best lives they can. We offer support through home visiting volunteers; family groups and workshops and we aim to help families through the barriers that they may face. Our services and projects are dedicated to making a positive difference to the lives of children, families and community.

Purpose of the Role:

The Chair leads the board, ensuring that it governs the charity effectively, in service of the charity's vision and mission. The Chair leads in an inclusive way, supporting the board to work together well, and providing support to the management team. The Chair is also an ambassador for the charity.

Board members have a collective responsibility. This means that trustees act as a group and not as individuals. As a small charity, there will be times when the trustees will need to be actively involved beyond board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

The safeguarding of children and adults at risk of harm is the responsibility of everyone at Families Together Suffolk and is central to our charitable objectives.

Chair role and duties:

- Provide strategic leadership to the charity and the Board, ensuring that Families Together Suffolk achieves its mission.
- Work in partnership with the management team to achieve our mission.
- Lead the board in ensuring that it fulfils its responsibilities for the governance of the organisation.
- Optimise the relationship between the board and FTS staff and volunteers.
- Plan and chair the board meetings and the AGM, with others as appropriate.
- The Chair facilitates board meetings, ensuring that all decisions are made by a majority vote at board meetings or in writing.
- Act as a spokesperson and figurehead for FTS.

Essential:

- Experience of being a trustee.
- A keen sense of strategic purpose.
- An inclusive leadership style: able to inspire and support everyone to participate on an equal footing.
- The ability to listen and engage effectively. You are comfortable with challenge and debate and are able to encourage that in others whilst fostering a collaborative board environment.
- Advocate - be able and willing to champion Families Together Suffolk work through personal networks, social media, and other channels.
- A strong personal commitment to equity, diversity and inclusion.
- Be responsive. As a small charity, things sometimes 'come up' that require the Chair to advise, support or give consent to. It is very helpful to have a Chair who is available and responsive.

In addition to the above, the Chair will have the role and responsibilities of all trustees:

Responsibilities of all trustees:

- The main duty of a charity trustee is to ensure that all activities and services provided are in pursuit of the charitable objects of FTS.
- Support and provide advice on FTS purpose, vision, goals and activities.
- Approve and contribute to strategy and policy, monitoring and evaluating their implementation.
- Oversee FTS financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve FTS financial statements.
- Provide support to management team in the exercise of their delegated authority and affairs.
- Keep abreast of changes in FTS external operating environment.
- Contribute to regular reviews of FTS own governance. Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect FTS interests, to the exclusion of their own personal and/or any third-party interests.
- Contribute to the broader promotion of FTS objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

What we are looking for:

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

Personal skills and qualities:

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to values of the FTS charity.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

What we offer trustees:

- Induction training that is specific to the role of a trustee.
- You will receive safeguarding training specific to the role.
- Ongoing support and training.
- An opportunity to develop new skills and meet new people.
- The chance to make a meaningful difference in your community.

Additional information

- The Chair of Trustee is elected at the AGM in September each year.

How to apply

- Please make contact with: Angela Dennis (Charity Manager) anglea@famielstogethersuffolk.org.uk
- If you have any questions about volunteering opportunities with Families Together Suffolk or need some help with your application, please get in touch with Andy on 07936 913929 or 01379678552 or email via andy@famielstogethersuffolk.org.uk