



Mane Chance Sanctuary

Chairman of the Board

Role Description

November 2020

The **Chairman** will work closely with the General Manager and Board of Trustees to ensure the Charity is fulfilling its mission and objectives. The Chairman is expected to support and, where appropriate, challenge the General Manager and hold them to account for the Charity's activities. In addition, the Chairman is expected to lead the Board and ensure that each Trustee performs their duties and responsibilities to maintain effective governance of the Charity. Anyone may stand as a candidate for Chairman, provided they meet all of the eligibility criteria to act as a Trustee. The Chairman will be selected by confidential vote of Trustees.

Reporting to:	Board of Trustees
Line Management Responsibility:	General Manager
Time Commitment	4 – 6 Board meetings per year and regular meetings with Staff
Salary:	Unremunerated

Key Responsibilities

- 1.1. To provide collaborative leadership for the Charity and the Board ensuring that all components of governance are established and effective and that the Charity provides the maximum impact for its beneficiaries.

Duties

- 1.1. Strategic leadership
 - i. Provide leadership to the Charity and the Board, ensuring that the organisation provides the maximum impact for its beneficiaries.
 - ii. Ensure that Trustees fulfill their duties and responsibilities for the effective governance of the Charity.
 - iii. Ensure that the Board operates within its charitable objectives and provides a clear strategic direction for the Charity.
 - iv. Ensure that the Board regularly reviews major risks and associated opportunities and can satisfy itself that systems are in place to monitor and mitigate such risks.
 - v. Ensure that the Board fulfills its duties to ensure sound financial health of the Charity with systems in place to ensure financial accountability.
- 1.2. Governance
 - i. Ensure that the governance arrangements are working in the most effective way for the Charity.
 - ii. Appraise the performance of the Trustees and the Board on an annual basis.
 - iii. Ensure that the Board is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern the Charity effectively.
 - iv. Chair meetings of the Board effectively and efficiently, bringing impartiality and objectivity to the decision making process

- v. Ensure that Trustees are fully engaged and that decisions are taken in the best, long-term interests of the Charity and that the Board takes collective ownership.
- vi. Foster and maintain constructive relationships with and between the Trustees.
- vii. Work with the General Manager to draft policy for Board approval and to ensure that meetings are well planned, meaningful and reflect the responsibilities of Trustees.
- viii. Monitor that decisions taken at meetings are implemented.

1.3. External Relations

- i. Act as an ambassador for the Charity and its objectives.
- ii. Represent the Charity at functions, meetings and events.
- iii. Facilitate change and address any potential conflict with external stakeholders.

1.4. Internal Relations

- i. Establish and build a strong, effective and constructive working relationship with the General Manager ensuring that they are held to account for achieving agreed strategic objectives.
- ii. Ensure regular contact with the General Manager and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges.
- iii. Liaise with the General Manager to maintain an overview of the Charity's affairs, providing support as necessary.
- iv. Conduct an annual appraisal and remuneration review for the General Manager in consultation with other Trustees.
- v. Ensure that the General Manager has the opportunity for professional development and has appropriate external professional support.

Significant Working Relationships:

The Trustees

The General Manager