**Chair of The Dukes, Lancaster**

**Role Description**

**SUMMARY**

The role of the Chair is to provide leadership to the Board of Trustees and, through the Board, work collegiately with the Director, staff and volunteers of the Dukes in setting and achieving the organisation’s strategic aims.

The Chair will ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.

**PRIMARY RESPONSIBILITIES**

**Governance**

* Providing leadership for the Board of Trustees and Director in their role of setting organisational strategy and policy.
* In collaboration with the Treasurer, maintaining a clear grasp of the Dukes’ financial position, ensuring full and timely financial transparency and information disclosure to the Board.
* Maintaining careful oversight of any risk to the reputation, financial standing, operational activity and delivery of the organisation.
* Working as part of various committees and working groups to enable delivery of Board objectives.
* Ensuring that the company meets its statutory and legal obligations and is compliant with appropriate legal and fiscal frameworks
* Maintaining the strength of the Board, appraising Board members and recruiting new ones as and when necessary.

**External Relations**

* Representing the organisation at appropriate events, meetings or functions.
* Acting as a spokesperson for the organisation where appropriate.
* Leading and supporting the Board to foster relations with existing and potential clients, funders/donors and business partners.

**Meetings**

* Chairing and facilitating the Board meetings.
* Working closely with the Director to ensure that meetings are well planned, meaningful and reflect the responsibilities of trustees.

**Relationship with Director and wider executive team**

* Line managing the Director and, in consultation with the Finance and Audit Committee, setting remuneration for that post.
* Maintaining oversight of the Director’s activities in ensuring plans and objectives are delivered, reviewing and appraising performance on an ongoing basis.
* Consulting with the Director on matters of strategy, governance, finance and HR.

**Time Commitment**

* Term of office: 4 years, eligible for reappointment for one further term; subject to the proviso that no Board member can serve as a Trustee for The Dukes for more than 8 years in total.
* The Board meets six times a year, usually at the Dukes. Meetings are usually conducted in the evening
* It is important that the Chair is available to the Director on a regular basis; frequency to be mutual agreed.
* From time to time, the Chair should be available to attend and represent the charity at events, meetings or functions in the day and evening times.
* Overall time commitment is estimated at 15 hours a month for this role, though this may vary month by month in response to emerging needs.

**PERSON SPECIFICATION – ESSENTIAL QUALITIES ARE SHOWN AS (E) AND DESIRABLE AS (D)**

**Experience**

Prior experience of committee / trustee work. (E)

A proven track record of leadership and chairing skills. (D)

Experience of charity governance and volunteer directors. (D)

Proven experience providing guidance to senior management. (D)

Experience setting individuals’ objectives, monitoring progress and developing talent. (D)

**Knowledge and Skills**

Understanding of the legal responsibilities and liabilities of a director and trustee. (E)

Knowledge of the type of work undertaken by the organisation. (E)

Excellent communication skills. (E)

Strategic leadership skills. (E)

**Personal Qualities**

Integrity, strategic vision and good/independent judgement. (E)

Ability to take decisions for the good of the organisation. (E)

A willingness to constructively challenge, listen to and engage with the views of others. (E)

An ability to work effectively as a member of a team. (E)

NB: This position is not remunerated but reasonable out of pocket expenses incurred fulfilling the duties of the role are reimbursed.

If you would like to apply for the role please send your C.V. and a brief covering letter to Maya Dibley - c/o tfisher@dukes-lancaster.org - by no later than Sunday 27th October 2019.

To chat informally about the role please email and we will arrange an informal meeting with either the current Chair, Director or other member of The Dukes’ Board as most appropriate and convenient .