



Chair of Trustees Role Description

About the Board

ASCape is a small charity and the Board plays an important role in leading the organisation. The Board meets four times a year in person¹ and consists of 7-9 trustees, including a Treasurer. Currently the role of Vice-Chair is vacant. Our AGM is held in April.

Our administrator is secretary to the Board, responsible for the writing and circulation of the minutes and trustee papers.

The Board has several committees² that lead on key areas of governance, these are:

1. Finance Committee, consisting of the Treasurer (acting as Chair), the Chair of Trustees, one Co-Director, Finance Officer and at least one other trustee
2. HR Committee, consisting of three trustees including the Chair of Trustees (one of whom elected as Chair) and both Co-Directors
3. Partnership and Provision Committee, consisting of two trustees (one elected as Chair) and one Co-Director
4. Pay Committee, consisting of the Chair of Trustees, Treasurer and Chair of the HR Committee. This usually meets only once a year.

Role of Chair

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 supervision and support to the Co-Directors. The Chair is also an ambassador for the charity.

- Provide strategic leadership to the charity and the Board, ensuring that ASCape achieves its mission and fulfils its legal and statutory responsibilities.
- Plan and chair full board meetings and the AGM.
- Work with the co-Directors and administrator to agree agendas and ensure timely distribution of papers and minutes.

¹ Currently January, April, July and October.

² Each Committee has its own TOR.



- Support co-Directors and liaise between them and the board as the employer. Ensure any necessary induction is in place and training and personal development needs are met. Carry out an annual appraisal. Act as a critical friend and agree priorities. Manage capacity and well-being
- With the treasurer, approve major expenditure or expenditure that is proposed by the co-Directors outside the pre-set budget limit in line with the finance policy.*
- When it isn't possible or practical to hold a meeting, take urgent action between board meetings with the co-Directors and staff as appropriate.
- Act as a point of contact for the board of trustees with the public, stakeholders and partners. Field emails addressed to the Board via trustees@ascapigroup.org.
- Ensure the board's decisions are communicated clearly and monitor their implementation by the co-Directors.
- Lead on the development of the board as a whole, encourage dialogue and participation, manage capacity and well-being. Resolve any issues within the Board through negotiation.
- Drive trustee recruitment and succession planning, including the appointment of Vice-Chair.

What we are looking for

Essential

- Experience of being a trustee [you do not need to have been a Chair before.]
- 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 ASCape's work through personal networks, social media, and other channels.
- A strong personal commitment to equity, diversity and inclusion.
- Be responsive and able to engage promptly with time-sensitive matters.
- Strong people management skills.
- Awareness of charity finance or willingness to learn.



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

Responsibilities of all trustees

- Support and provide advice on ASCape's purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee ASCape's financial plans and budgets and monitor and evaluate progress.
- Review and approve ASCape's financial statements.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Provide support and challenge to ASCape's Co-directors in the exercise of their delegated authority and affairs.
- Keep abreast of changes in ASCape's operating environment.
- Contribute to regular reviews of ASCape's own governance.
- Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect ASCape's interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of ASCape's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

Essential qualities and attributes of all trustees

- 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.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- Willingness to lead according to our values:

Action: We are committed to not just talk, but to deliver activities

Support: We exist to support Autistic and socially anxious children and their families by providing a safe non-judgemental space

Community: We believe in the power of communities to make a difference and to make decisions that affect their own lives

Acceptance: We believe in diversity and not passing judgement on behaviour or parenting styles



Presence: We exist to be present in the lives of families affected by social anxiety and autism and to amplify their priorities

Equality: We believe in equality, equity, inclusion and social justice

Terms of appointment

Terms of office

- Trustees are appointed for a 3-year term of office, renewal for 2 further terms to a maximum of 9 years.
- This is a voluntary position, but reasonable expenses will be reimbursed.

Time commitment

- Attending 4 Board meetings annually. Currently meetings are held in person at the Bridport Family Hub, but can also be accessed online on request.
- Attend online Finance and HR committees, held 4 times a year in advance of full board meetings. Chair Pay Committee meeting once a year. Committee meetings are between 30-45 minutes long.
- Monthly scheduled meeting with the co-Directors with flexibility to respond swiftly to the occasional ad hoc issue. This will include the annual appraisal of the co-Directors.
- Attend donor or public events and functions, with the co-Directors, alone, or with other board members (as appropriate) representing the board of trustees
- Attending an annual half-day face-to-face strategy session in Bridport.