

Chair of Trustees – job description

28 May 2019

Refugee Support Europe is a small, dynamic organisation that relies on caring volunteers to deliver our aid with dignity. With the help of over 700 volunteers from over 40 nations, we have supported many thousands of refugees in Greece, Bangladesh, Mexico and Cyprus since April 2016.

We are currently supporting 3 refugee camps in Greece and just started a new 'Dignity Centre' service in Cyprus.

We have devised a new 3 year growth and development plan to go where we are needed, set up vital services and distributions, and offer refugees the opportunity to rebuild their lives.

Our aim is to be a 'nimble UNHCR':

- Small enough to be quick
- Large enough to be professional, consistent and reliable

We have been operating as a charity since July 2017. We have three committed and able Trustees with plans to recruit 2 new ones:

- Eve Linieres – Event fundraising
- Bea Shrewsbury – Finance
- Rana Toukan – Diversity lead
- New1 by Nov 19 – Volunteer champion
- New2 by Nov 19 – Legal advisor

We need an experienced Chair to provide leadership and direction to the Trustees.

The principal role of the Chair will be to work in partnership with the CEO/ co-founder and support the employees, helping them achieve the aims of the organisation; and to optimise the relationship between the board of Trustees and the staff.

The Chair will ensure that we comply with its governing document, charity law, company law and any other relevant legislation or regulations, and ensure that we continue to develop our operations.

1. Main Responsibilities of the Chair

- Provide leadership for the Board of Trustees in their role of governing the organisation; and in fostering relations with potential funders/ donors.
- Oversee the CEO's activities implementing the organisation's strategy and policies.
- Liaise closely with the CEO and act as the main point of contact on matters of strategy, governance, finance, and HR.
- Receive regular informal progress reports of the organisation's work and financial performance through the CEO.
- Maintain a clear grasp of the charity's financial position and to ensure full and timely financial transparency and information disclosure to the Board.
- Maintain careful oversight of any risk to reputation and/or financial standing of the organisation.

- Review and appraise the performance of the chief executive.
- Chair and facilitate the board meetings.
- Represent the organisation at appropriate events, meetings or functions.

2. Qualities of a Chair

- Commitment to the organisation and an enthusiasm for supporting refugees.
- A strong leader.
- Integrity, strategic vision and good/ independent judgement.
- Good communication skills, tact and diplomacy.
- Understanding of the legal responsibilities and liabilities of a trustee.

3. Time Commitment

- The Board meets six times a year, usually in Central London, and we can arrange for meetings to take place remotely.
- It is important that the Chair is available to the CEO on a regular basis.
- 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.

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