



CHAIRPERSON JOB DESCRIPTION

TITLE:	Chairperson
RESPONSIBLE FOR:	Chair and facilitation of Trustee meetings, with Trustees overall governance of Groundwork East
REMUNERATION:	Expenses in line with Trust's Policy

ROLE OF THE CHAIR

The Chairperson is the Trust's main figurehead, attending formal events, maintaining contact with Groundwork UK, sitting on GWUK board. The role is as for other Board Trustees, with the following additional responsibilities:

1. Thorough understanding of the Trust's aims and values, along with a good grasp of the operational context and the expectations of local and national partners.
2. Chairing meetings of the Board, ensuring that these occur at appropriate intervals, are well attended, that all Board members are given the opportunity to express their views.
3. Ensure that the Board gives appropriate attention to the standards of governance, safeguarding, and legal compliance expected of a charitable organisation, to retain its good standing and adherence to Charity Commission, Companies House and other bodies is maintained.
4. Providing leadership to the Board of Trustees, monitoring the performance of the Board and ensure that the Board as a whole act in partnership with senior staff to deliver benefit to the organisation.
5. Reviewing and approving Board papers agenda and content.
6. Ensuring that consideration is given in due time to recruiting new Trustees and maintaining a balanced Board.
7. Chairing occasional additional meetings which may need to be convened. Undertaking any other activity appropriate to the good governance of the Charity, including dealing with urgent matters
8. Being available to provide support to the Senior Team by representation, at a senior level, with e.g. local authority officers and members, politicians and with business partners.
9. Establish and build a strong, effective and a constructive working relationship with the Chief Executive, ensuring they are held to account for achieving agreed strategic objectives and annually appraise the Chief Executive using a consultative 360 style appraisal.
10. To determine with consultation with Trustees the remuneration of the Chief Executive.



11. Maintaining contacts with other members of the Groundwork Federation, including attendance at national meetings and representation of GWE at the National Board.
12. To ensure that the Board delegates sufficient authority to its sub-committees, the Chairperson, the Chief Executive and others to enable the business of the Trust to be carried on effectively between meetings of the Board; and also, to ensure that the Board monitors the use of these delegated powers.
13. To ensure that the Board receives professional advice when it is needed, either from its senior staff or from external sources and to take ultimate responsibility for the Health, Safety and Welfare for all stakeholders of the charity.
14. To take decisions delegated to the Chairperson; and, working in consultation with other Trustees, for instance with a small committee, to:
 - Ensure that the Chief Executive is replaced in a timely, orderly and appropriate manner as and when vacancies arise.
 - Ensure that appropriate arrangements are made for the appraisals of Trustees, including the Chairperson's own appraisal, and for implementing a succession plan for Board membership.

Person Specification

	ESSENTIAL	DESIRABLE
Qualifications		
Experience	<ul style="list-style-type: none"> • Proven effective Leadership at a senior level • Managing stakeholders • Chairing meetings and events • Financial management • Charity Accounting principles • 	<ul style="list-style-type: none"> • Experience of working as part of a Board of Trustees
Skills	<ul style="list-style-type: none"> • Strategic planning • Effective Communication • Strong networking capabilities • Ability to foster and promote a collaborative team environment 	
Knowledge	<ul style="list-style-type: none"> • Understanding of the Charity sector • Charity Governance issues • Understanding of environmental challenges • Awareness of the East of England region 	Charity Governance