

ROLE DESCRIPTION

Chair of Trustees

The Chair of Trustees oversees the overall governance, leadership and administration of the BDA. They ensure the charity has a clear strategy and that its work and goals are aligned with its mission, vision and values. They support and challenge the Senior Management Team to enable the BDA to grow and thrive, and through this, achieve its mission.

As Chair, you will provide leadership to the Board, ensuring its effectiveness in setting the charity's strategic direction, maintaining high standards of governance, and building and maintaining constructive relationships between trustees, the CEO and senior leadership team. You will act as an ambassador for the charity and help ensure that the Board operates effectively, inclusively and in accordance with its legal and regulatory responsibilities.

This is an exciting opportunity to contribute your skills and experience to a cause that matters, ensuring we stay true to our mission and achieve our goals.

Key responsibilities

- Provide strategic leadership to the Board of Trustees and ensure its effectiveness in governing the charity.
- Lead the Board in setting the organisation's strategic direction and overseeing progress against agreed objectives.
- Chair Board meetings, ensuring discussions are focused, inclusive, constructive and lead to effective decision-making.
- Work closely with the CEO to maintain a productive and supportive relationship while ensuring appropriate accountability.
- Ensure that trustees receive accurate, timely and relevant information to enable informed decision-making.
- Support the recruitment, induction, development and succession planning of trustees.
- Facilitate regular reviews of Board performance, effectiveness and governance arrangements.
- Act as the primary point of contact between the Board and the CEO and provide guidance, support and constructive challenge as appropriate.

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- Represent the charity externally as an ambassador, strengthening relationships with key stakeholders, partners, funders and supporters.
- Promote a positive Board culture that reflects the charity's values and commitment to equity, diversity and inclusion.
- Ensure that the Board fulfils its legal, regulatory and constitutional responsibilities and upholds the highest standards of governance.
- Lead the Board's involvement in the recruitment, performance review and succession planning of the CEO.
- Where required, act as spokesperson for the Board on governance-related matters.

Governance and leadership

- Always act in the best interests of the charity and reasonably and responsibly in all matters relating to the charity, taking advice if you need it.
- Comply with the charity's governing document and the law.
- Make decisions in line with good practice and the rules set by the charity's governing document, including excluding any trustee who has a conflict of interest from discussions or decision-making on the matter.
- Support and provide advice on the charity's purpose, vision, goals and activities.
- Oversee operational strategies and policies and monitor and evaluate their implementation.
- Oversee the charity's financial plans and budgets and monitor and evaluate progress.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve the charity's financial statements.
- Keep abreast of changes in the charity's operating environment.
- Contribute to the broader promotion of the charity's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.
- Participate in the appointment of the CEO and other senior staff, as appropriate.

What we are looking for

An individual who brings enthusiasm, integrity, strong leadership and dedication to the role, and who can help guide and develop an effective Board.

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You should ideally have previous Board-level or senior leadership experience, including experience of chairing meetings, leading governance structures, or working with leadership teams.

Personal skills and qualities

- Proven leadership skills with the ability to inspire confidence, build consensus and promote collaboration.
- Experience of chairing meetings and facilitating effective discussions.
- Strong strategic thinking and the ability to balance long-term vision with practical oversight.
- Excellent relationship-building and stakeholder engagement skills.
- The confidence to support and challenge appropriately, while maintaining positive and professional relationships.
- A commitment to developing an effective, inclusive and high-performing Board.
- Strong ambassador when representing the charity externally.
- Experience of governance, organisational leadership, or board development is highly desirable.
- A high level of understanding and interest in the issues the charity seeks to address/represent.
- Ability to think creatively and strategically.
- Effective communication skills and willingness to participate actively in discussions.
- A strong commitment to equity, diversity and inclusion.
- Enthusiasm for the organisation's vision and mission.
- Willingness to lead according to the organisation's values.

What's in it for you

As a Chair of Trustees, you will have the opportunity to:

- **Make a difference:** impacting the lives of those we support and contribute to a cause you care about.
- **Develop your skills:** gain valuable experience.
- **Network:** connect with like-minded individuals and expand your professional network.
- **Personal fulfilment:** experience the satisfaction of giving back and contributing to something meaningful.

In addition, you will play a leading role in shaping the future direction of the charity, helping to maximise its impact and ensure its long-term sustainability.

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Terms of office

- Trustees are appointed for 3 years each, for 2 terms.
- This is a voluntary position, but reasonable expenses are reimbursed.

Time commitment

An average of 12 days per year comprising of: one or two away days; quarterly Board meetings of three hours; quarterly committee meetings of two hours each; attendance at events and training; regular meetings with CEO; and expert advice on projects as appropriate from time to time. Flexibility is key, and we understand the need to balance this role with other commitments.

Equal opportunities

The BDA are committed to creating a diverse and inclusive workplace. We welcome applications from all individuals and believe that diverse perspectives strengthen our team and help us achieve our mission.

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