

Swalcliffe Village Charity

Chair Role Description

General responsibilities

- To ensure that the charity complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that the charity pursues its objects as defined in its governing document.
- To ensure the charity applies its resources exclusively in pursuance of its objects.
- To contribute actively to the board of trustees' role in giving firm strategic direction to the charity, setting overall policy, defining goals, and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the charity.
- To ensure the effective and efficient administration of the charity.
- To ensure the financial stability of the charity.
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve:

- Scrutinising board papers.
- Leading discussions.
- Focusing on key issues.
- Providing guidance on new initiatives.
- Other issues in which the trustee has special expertise.

Additional duties of the Chair

- Planning the annual cycle of board meetings.
- Setting agendas for board meetings.
- Chairing and facilitating board meetings.
- Giving direction to board policy-making.
- Monitoring that decisions taken at meetings are implemented.
- Representing the charity at functions, meetings.
- Acting as a spokesperson as appropriate.
- Bringing impartiality and objectivity to decision-making.