

Voluntary Action-**Leeds** Job Description - Chair

Stringer House, 34 Lupton Street, Hunslet, Leeds LS10 2QW

Title:	Chairperson of Trustee Board
Term of Office:	3 years
Location:	Stringer House
Purpose:	To chair the Trustee Board of Voluntary Action-Leeds, ensuring that the organisation runs legally and is provided with firm strategic direction.

General Responsibilities (with all trustees):

1. To ensure that VA-L complies with its governing document (including pursuing its objects as defined therein), charity law, company law, and any other relevant legislation or regulations.
2. To ensure that VA-L's resources are applied exclusively in pursuance of its objects.
3. To contribute actively to the Trustee Board's role in giving firm strategic direction to VA-L, including setting overall policy, defining goals and setting targets, and evaluating performance against agreed targets.
4. To safeguard the reputation and values of VA-L.
5. To ensure the effective and efficient administration of VA-L.
6. To ensure the financial stability of VA-L.
7. To protect and manage the property of VA-L, and to ensure the proper investment of its funds.
8. To appoint and monitor the performance of the senior officer.

Additional Duties:

1. To plan the annual cycle of Trustee Board meetings.
2. To set agendas for Trustee Board meetings, including the AGM and any extraordinary meetings as appropriate (this to be done in consultation with the senior officer/admin staff as appropriate).
3. To chair and facilitate meetings of the Trustee Board and associated special meetings/committees as appropriate.
4. To give direction to the Trustee Board on policy-making.
5. To monitor the implementation of decisions made at Trustee Board meetings.
6. As appropriate, to represent VA-L and act as its spokesperson at external and internal functions, meetings, etc.
7. To provide support and delegate assignments as necessary to the Deputy Chairs of the Trustee Board.

8. To provide support and advice for other trustees as required, including liaison with all honorary officers and with chairs of sub-committees.
9. To liaise with the senior officer in order to maintain an overview of VA-L's affairs, and to provide support as appropriate.
10. To provide a line management function to the senior officer.
11. To participate in personnel management including grievance and disciplinary matters as defined by VA-L's various personnel policies.
12. To support and contribute to development of the Trustee Board, facilitating change and addressing conflict.
13. To provide impartial and objective advice to the Board and to VA-L as a whole.

Person Specification:

General:

- Knowledge and experience of the voluntary and community sector, and current involvement in the sector; ideally, some knowledge of VA-L itself
- Ability to offer commitment to VA-L
- Willingness to devote the necessary time and effort
- Strategic vision
- Independent judgement
- Ability to think creatively
- Willingness to speak out
- Ability to listen
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Ability to work according to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Role of Chair:

- Leadership skills
- Experience of committee work
- Tact and diplomacy
- Good communication and interpersonal skills
- Impartiality, fairness, and ability to respect confidences and confidentiality

Chairperson's Job Description formally adopted by the Trustee Board of Voluntary Action–Leeds on 13/08/02.