



Role Description

Chair of the Board of Trustees

Role Purpose:

The Chair of Trustees is a member of the Board of Trustees. They are responsible for the leadership of the Board and for ensuring its effectiveness in all aspects of its role. In addition to the same responsibilities, duties and tasks as those of a trustee, the Chair plays a leading role in setting the Board's strategic direction, creating a culture of accountability, improving performance and in ensuring the highest standards of probity and governance.

Principal accountabilities:

The position of Chair carries the following specific key responsibilities:

- To ensure the good governance of the Charity, the effective functioning of the Board of Trustees to the highest standards complying with the Nolan Principles while providing effective Board leadership to deliver our vision, mission and values.
- Effective strategic oversight of the charity including objective scrutiny of the Charity's affairs, its Board, Committees, Executive and their functions.
- To act as an ambassador for Sacro, promoting our interests regionally and nationally, raising our profile and promoting the interests of our service users.
- To safeguard the long-term future of Sacro, supporting the development of strategies that adapt to the changing market, diversification of services and new business opportunities.
- To develop and maintain a strong working relationship with the Chief Executive Officer (CEO), providing support and managing performance and development, holding them to account for the development of strategy and effective service delivery to meet the organisation's strategic aims and objectives.

Other responsibilities:

- To ensure a strategic external focus, both personally and for the Board, building a network of key relationships to further the organisation's strategic aims and objectives
- To chair and co-ordinate Board activities, agreeing Board agendas taking full account of the views of all members

- To manage the Board to ensure active participation; positive, informed contributions; clear and informed decision making; and effective accountability
- To ensure (supported by the CEO, the Company Secretary and the Executive) a comprehensive and effective training and development programme for Trustees
- To ensure active engagement by all individual Trustees; high performance of the Board as a whole and of its committees; and oversee an annual performance appraisal of all Trustees

In order to ensure effectiveness, the Chair will also:

- Encourage a dynamic, pro-active, committed, inclusive and forward-looking Board culture; promoting informed, constructive and critical decision-making and participation.
- Promote a culture of openness and debate, with effective relationships and constructive communication between Trustees and the Executive.
- Build an effective and balanced Board with clear succession planning.
- Ensure a clear structure for the effective running of the Board and its Committees.
- Work closely with the CEO, providing support and an effective sounding board.
- Work closely with the Deputy Chair on all matters relating to Board governance, in particular the appraisal of Trustees, and the effectiveness of the Board and its Committees.
- Work closely with the Committee Chairs, securing Board assurance and collegiate support for the strategic direction.

Person Specification

Experience

1. Considerable successful experience as a trustee or non-executive Board member, including Committee membership and delegated governance, or equivalent transferable experience.
2. Substantial recent and relevant executive or non-executive experience at an appropriate senior level in a similarly complex and successful organisation.
3. Significant successful experience of building effective networks, relationships and partnerships to further organisational objectives.
4. Successful experience of significant organisational growth and transformation.
5. Successful track record of delivering a performance management culture at Board and Executive level in a people-centred, value-led and efficiency-focused business.
6. Success as an organisational ambassador in a comparable role or organisation.

Knowledge and Ability

7. A deep understanding of the role of a non-executive and Chair of Trustees including strategic oversight, constructive challenge and support to the Executive.
8. Broad understanding of the legal, statutory, governance, political and economic issues facing third sector organisations
9. An insightful understanding of the current context in which the Charity operates; able to maintain and adapt this to changing environments, market conditions and organisational circumstances.
10. A highly effective communicator, able to build strong, effective and positive relationships while winning the confidence and respect of all.

Personal Attributes

11. A commitment and belief in the work, the values, and the charitable aims of Sacro.
12. Sensitivity to political, environmental and social issues.
13. Strategic leadership skills, sound judgement, and a sense of vision and mission.
14. Strong personal values, integrity and high ethical standards in line with Sacro's vision, mission and principles.

Terms of Appointment

Trustees are appointed for fixed terms of up to 3 years and may be re-appointed for a further term of up to 3 years.

The Chair, who is a member of the trustee body, can be appointed by the trustees to hold office for periods of 3 years, and is eligible for re-appointment for a further 3-year period (as above) provided their term of office as a trustee allows this. No Chair will be appointed for more than 2 terms of office.

Candidates should be available for approximately 3-4 days a month, worked flexibly.

Eligibility Criteria

There are circumstances in which an individual will not be considered for appointment as Chair. These include anyone who:

- Has in the last 5 years been employed by Sacro
- Has ever been employed by Sacro as Chief Executive Officer, Executive Director, Assistant Director or in any post equivalent to a senior management role.
- Has family ties or other close relationships within the organisation (whether those are with staff or service users)
- Holds directorships/relationships with other organisations that could be deemed to constitute a significant conflict of interest
- Has any material business relationship with the organisation.
- Has other significant conflicts of interest
- Is disqualified from serving as a Trustee or a company director, for whatever reason, or has ever been removed from the trusteeship of a charity
- Is the subject of a bankruptcy restriction order or interim order
- Has received a prison sentence, or a suspended sentence of 3 months or more

No person can be appointed to the Chair of Sacro unless they are a Trustee of the organisation. For the avoidance of doubt, the successful candidate chosen by the selection panel, once endorsed by the Board, will at that point also be elected as a Trustee (if not already a serving Trustee). The new Chair's term of appointment as Trustee will be in line with the governing documents of Sacro.