



CHAIR OF THE BOARD OF TRUSTEES ROLE DESCRIPTION

Role Summary

The Chair will hold the Board and Staff to account for the Charity's mission and vision, providing inclusive leadership to the Board of Trustees, ensuring that each Trustee fulfils their duties and responsibilities for the effective governance of the Charity. The Chair will also support the Director and ensure that the Board functions as a unit and works closely with the Staff of the Charity to achieve our objectives. They will act as a spokesperson for the Charity, where appropriate and in partnership with the Director.

The statutory duties of a trustee are as follows:

- Ensuring that the Charity pursues its stated objects (purposes), as defined in its constitution, by developing and agreeing a long-term strategy
- Ensuring that the Charity complies with its constitution, Charity law and any other relevant legislation or regulations
- Ensuring that the Charity applies its resources exclusively in pursuance of its charitable objects, for the benefit of its beneficiaries
- Ensuring that the Charity defines its goals and evaluates performance against agreed targets
- Ensuring the effective and efficient administration of the Charity, including having appropriate policies and procedures in place
- Ensuring the financial stability of the Charity
- Protecting and managing the property of the Charity and ensuring the proper investment of the Charity's funds
- Approving major actions of the Charity, such as capital expenditure over authorised limits and major changes in activities and services
- Ensuring that the organisational strength and staffing is equal to the requirements of its long-range goals, as set out in the strategy
- Scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise
- Championing the work of The Ripple Pond.

Chair Responsibilities

- Providing leadership to the organisation and the Board, by ensuring that the Board operates within its charitable objectives and provides a clear strategic direction for the Charity

- Ensuring that the Board is able to regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities and manage and mitigate the risks
- Ensuring that the Board fulfils its duties to ensure the sound financial health of the Charity, with systems in place to ensure financial accountability
- Chairing meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision making process
- Ensuring that Trustees are fully engaged and that decisions are taken in the best, long-term interests of the Charity and that the Board takes collective ownership
- Ensuring that decisions taken at meetings are implemented
- Providing direction to Board policy-making and ensuring the Charity works within its agreed policies.
- Planning the annual cycle of Board meetings and setting the agenda for these meetings, with the Director
- Developing the Board of Trustees including induction, training, appraisal and succession planning
- Ensuring that the Board incorporates the right balance of skills, knowledge and experience needed to govern and lead the Charity effectively and which also reflects the wider population
- Addressing conflict within the Board and within the organisation, and liaising with the Director to achieve this
- Establishing and building a strong and effective working relationship with the Director, ensuring they are held to account for achieving agreed strategic objectives and that they can speak openly about concerns, worries and challenges
- Ensuring regular contact with the Director to maintain an overview of the Charity's affairs
- Leading the process of supporting and appraising the performance of the Director and ensuring they have the necessary development opportunities
- Representing the organisation at functions and meetings and acting as a spokesperson as appropriate
- Supporting with appointments and disciplinary panels, where appropriate

Person Specification

- Experience of operating at a senior strategic leadership level within an organisation
- Successful track record of achievement throughout your career
- Significant experience of chairing meetings
- A thorough understanding of the UK Charity sector, governance best practice, the Charity Commission, relevant legislation and statutory requirements
- A strong commitment to supporting the Armed Forces community
- A broad understanding of charity finance issues
- The ability to demonstrate tact and diplomacy, with the ability to listen and engage effectively

- Strong networking capabilities that can be utilised for the benefit of the Charity
- Ability to foster and promote a collaborative team environment
- Good, independent judgement
- An ability to think creatively
- An understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship
- A willingness to devote the necessary time and effort to the role.

Further Details

- At The Ripple Pond we understand that in order to be an effective and successful organisation, we need to ensure that we are fully inclusive in everything we do. The Board is deeply committed to increasing the diversity of our Trustees and ensuring that we promote equality. We strongly welcome applications from all communities within our diverse society.
- The Charity is based in Aldershot, Hampshire. Board meetings are either held in Aldershot, or London, four times a year (once per quarter). Currently meetings are being held virtually, due to Covid-19. The Chair will also be expected to attend four Finance Committee meetings per year.
- The Charity's Chair (and Board members) will serve a three-year term to be eligible for reappointment for an additional term.
- This role is voluntary, but all reasonable expenses will be reimbursed.