

Chair: Role and Responsibilities

last updated Dec 2019

current incumbent: Michael Clayton (2017-2020)

Chair	
Key Tasks	<ul style="list-style-type: none">■ Call meetings when appropriate, ensuring that they are conducted in accordance with Supporters Direct rules and guidelines and ensure that agendas are set in conjunction with the secretary.■ Lead the Committee, ensuring that members are recruited, inducted, receive appropriate training, are aware of their roles and responsibilities and to ensure that the Board operates as a team.■ Ensure the construction of a work plan to represent defined strategies and policies, and lead the Committee in the setting of objectives in line with the primary purpose, defined responsibilities and financial constraints of the Society.■ Ensure the Society operates in accordance with the Model Rules and other documentation adopted by the Society Committee.■ Chair Committee meetings and ensure that all Committee members are involved in the decision making process.■ Ensure that all decisions taken are acted upon.■ Take an active part in resolving conflict within the Committee bearing in mind the best interests of the organisation and its beneficiaries.■ Ensure all sub committees or advisory groups commissioned by the Society Committee have clearly defined, understood and agreed Terms of Reference.■ Regular and consistent liaison with key director positions.■ Signatory for all Society financial expenditure.■ Give chair's report at the AGM on the past year's work and any initiatives, goals etc for the next year.■ Represent the Society externally.
Qualities required	<ul style="list-style-type: none">■ Commitment to attend meetings and accept responsibility for the performance of key tasks as allocated by the Committee and/or membership■ Commitment to the values of the Society

	<ul style="list-style-type: none"> ■ Commitment to support all motions and initiatives undertaken by the Society board ■ Willingness to represent the Society membership and the values of the organisation in public. ■ Committed to undertaking all key tasks defined in the Chair's job description.
<p>Skills required</p>	<ul style="list-style-type: none"> ■ An understanding of the supporters' trust movement and the aims and objectives of the Society. ■ Excellent written and verbal skills. ■ Good organisational skills. ■ Ability to delegate duties. ■ Understanding of Board financial management. ■ Ability to lead and manage meetings.
<p>Responsible to</p>	<ul style="list-style-type: none"> ■ The membership of the Society. ■ The Society Committee.