

## **Emmaus Mossley - Chair of Board Role Description and Person Specification**

### **Overall responsibility**

The Chair provides leadership to the Emmaus Mossley Board of Trustees with prime responsibility for ensuring it has agreed priorities, appropriate structures, processes and a productive culture, and has trustees and senior staff who are able to govern well and add value to the charity.

Trustees are responsible for providing appropriate oversight, governance and leadership to the charity in the pursuit of its strategies to fulfil its charitable purposes. The Chair's main role is to provide clear leadership of the Board of Trustees, demonstrate an ability to set the board agenda and lead the other trustees in playing a full role in the development and determination of Emmaus Mossley's strategy.

### **Main duties and responsibilities**

1. Instigating and facilitating discussions on the strategic development of the charity;
2. Providing clarity of vision to the board in fulfilling its charitable objects;
3. Holding the chief executive officer to account for the effective management and delivery of the trust's strategic aims and objectives, where appropriate;
4. providing leadership, support and challenge to the chief executive officer, where appropriate;
5. Supporting and appraising the performance of the chief executive officer;
6. Upholding the values of the charity by example, and to ensure that the organisation promotes equality, diversity and inclusion for all its stakeholders;
7. Facilitating effective board meetings, liaising with the chief executive officer, to produce agendas and supporting papers for trustee meetings and ensuring that the business is covered efficiently and effectively in those meetings;
8. Encouraging all trustees to contribute their skills, experience and opinions in order to ensure adequate challenge and robust scrutiny and creating a board environment with strong working relationships where challenge and scrutiny are welcomed;
9. Ensuring, in liaison with the chief executive that appropriate procedures, processes and controls are in place and followed;
10. Participating in any board induction, training and evaluation identified as an individual trustee and as part of the board or committee;
11. Maintaining the trustees' commitment to board diversity, renewal and succession planning, in line with the trust's articles of association and/or current good practice;
12. Representing the charity at functions, meetings and in the wider media.

### **Person Specification**

The following characteristics, knowledge and experience (or commitment to gain them) would be advantageous to the role of chair:

- A commitment to the values and principles of Emmaus;
- Strong business and financial acumen;

- Experience of committee work;
- Highly developed interpersonal and communication skills;
- Proven leadership skills;
- Strong organisational skills;
- Ability to understand complex strategic issues, analyse and resolve difficult problems;
- Sound, independent judgement, common sense and diplomacy;
- High standards of personal integrity and probity;
- Politically astute, with the ability to grasp relevant issues and understand relationships between interested parties;
- Resilience;
- A clear understanding, and acceptance, of the legal duties, liabilities and responsibilities of trustees;
- Sound knowledge of governance; and
- Sufficient time and commitment to fulfil the role.