



HAMPSHIRE ARCHIVES TRUST

Role Description – Chair

Role Summary

- Provide leadership and direction to the Board of Trustees/ Executive Committee and enable it to fulfil its responsibilities for the overall governance and strategic direction of the Trust
- Ensure that the Trust pursues its objects as defined in its constitution, charity law, company law and other relevant legislation/ regulations
- Facilitate the board/ committee in stimulating excellent, well-rounded and carefully considered strategic decision making

Main responsibilities of the Chair

Board of Trustees/ Executive Committee

- Oversee the formulation of strategic plans and regular review of long-term strategic aims of the Trust
- Oversee the development of organisational policies, define goals and targets and evaluate performance against targets
- Approve the annual cycle of board/ committee meetings and meetings agendas, chair and facilitate meetings, monitor decisions taken at meetings and ensure they are implemented
- Liaise regularly with the Treasurer to maintain a clear grasp of the Trust's financial position and to ensure full and timely financial transparency and information disclosure to the board/committee

- Lead and mentor other board/ committee members to fulfil their responsibilities and enable access to training/coaching/information to enhance the overall contribution of the Board
- Together with the other members of the Board of Trustees/ Executive Committee, review the board/committee structure, role and staff relationships and ensure the implementation of agreed changes/ developments is carried out.
- Encourage team working among board/committee members and encourage them to identify and recruit new trustees as required
- Create a strong, profitable and fulfilling working relationship with trustees through review and self-reflective evaluation of contributions and effectiveness of the board/committee

Community and code of conduct

- Represent the Trust as a spokesperson at appropriate events, meetings or functions
- Together with the other members of the Trust board/committee, protect and manage any property of the Trust
- Lead the board/ committee in fostering relations with potential clients, members and potential funders
- Lead the board/ committee in dealing with complaints
- Act as lead/ signatory for correspondence by the Trust to third parties, especially government bodies, so that it is clearly understood this communication is the official view of the Trust
- Facilitate change and address any conflict within the Board of Trustees/ Executive Committee
- Ensure adherence to and compliance with key policies, e.g. Equality of Opportunity, Health & Safety and in all decisions and discussions of the board/committee
- Attend and be a member of other committees or working groups when appropriate, in the role of Chair

Qualities

Essential

- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship and adherence to Nolan's seven principles of public life; selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- Commitment to the Trust's objects, aims and values and willingness to devote time to carry out responsibilities
- Strategic and forward looking vision in relation to the Trust's objects and aims
- Good, independent judgement, political impartiality and the ability to think creativity in the context of the Trust and the external environment
- Good communication and interpersonal skills and the ability to respect the confidences of colleagues
- Ability to balance tact and diplomacy with the willingness to challenge and constructively criticise

Desirable

- Prior experience of committee/ trustee work
- Knowledge of the type of work undertaken by the Trust
- A wider involvement with the voluntary sector
- Experience of chairing meetings, committee work, some experience of charity finance, charity fundraising
- Leadership skills exercised through a period of change

Time commitment

- The board meets at least 3 times a year and the Chair is expected to be available 3 times a year unless prior chairing arrangements have been arranged with the Vice-Chair
- It is important that the Chair is able to visit the Trust's base and be available to Trust officers/staff on a regular basis

- In addition to board/ committee meetings, other contact – usually electronic or by telephone- will be necessary