

Chair of the Board of Trustees

ROLE DESCRIPTION

**Title:**

Chair of the Board of Trustees of Together Active, the Active Partnership for Staffordshire and Stoke-on-Trent.

**Remuneration:**

This is a non-salaried position. Travel and other reasonable out-of-pocket expenses will be reimbursed for attendance at official meetings and events on behalf of Together Active.

**Location:**

Meetings will be held throughout Staffordshire and Stoke-on-Trent. Travel to other parts of the country may be required as necessary to undertake the role of Chair.

**Term:**

Three years initially, up to a maximum of three, three-year terms.

**Time commitment:**

Attendance and preparation for:

* An induction training event;
* A minimum of 4 and a maximum of 8 meetings of the Board annually;
* Regular liaison and meetings with senior management (monthly in-person or virtual meetings);
* Where appointed a member, meetings of any sub groups or time-limited action groups;
* Occasional Together Active events (estimate 4 per year);
* Occasional Partner, Sport England or Active Partnerships events, representing Together Active as required (estimate 4 per year);
* Performance review meetings with Sport England (currently two per year);
* Board development and evaluation time;
* Business Planning and Together Active development time;
* Undertaking line management duties and managing appraisals for the CEO.

**ROLE:**

In addition to their role as a Trustee, the Chair has the following role:

* Establish and provide strategic leadership of the Board of Together Active;
* Lead the setting of the overall direction of the work of Together Active;
* Enable the Board to achieve its potential and secure the long-term success of Together Active;
* Be the public face of Together Active, representing it and the Board to partners at appropriate events;
* Ensure that Board decisions are acted upon, that Together Active is fit for purpose and that it achieves continuous improvement;
* Support and appraise the work of the CEO
* Ensure that development reviews / appraisals of the Board as a whole and of individual Trustees are undertaken.

**DUTIES**

In addition to their duties as a Trustee, the Chair has the following duties:

***Leadership of the Board***

The Chair takes a lead on governance matters and sets an example in the values and behaviour s/he adopts. The Chair actively manages conflicts of interest among Trustees.

***Ensuring the effective conduct of Board business***

The Chair will provide strategic leadership to the Board, chairing its regular meetings and bringing together a diverse range of Trustees to collaborate on a common agenda. The Chair will set meeting agendas which take full account of the issues and concerns of Trustees, are forward looking and concentrate on strategy and developing Together Active, rather than focusing on management issues. The Chair will ensure that adequate time is made for discussions and that Board decisions are followed through.

***Ensuring clarity of boundaries between the Board and staff***

The Chair acts as a link between the Board and the staff, particularly senior management. The Chair will ensure effective working relationships between the staff and the Board, recognising the boundaries between the role of staff and the role of the Board. The Chair shall ensure that there is a clear division between the Board’s management and oversight role and the staff’s operational role. The Chair acts as line manager for the CEO.

***Providing support and challenge to the Board and senior staff***

The Chair will promote a culture of openness and debate amongst the Board by facilitating the effective contribution of all Trustees and ensuring constructive relationships between staff members and Trustees. The Chair will ensure that all Trustees actively participate and are well prepared for meetings.

***Being the lead advocate for Together Active***

The Chair will promote Together Active’s Vision and Mission within appropriate networks, encouraging partner agencies to support and invest in Together Active. The Chair, alongside the CEO, will act as one of the organisation’s spokespersons.

***Leading the evaluation of the Board***

It is the Chair’s role to ensure the effectiveness of the Board. The Chair will undertake and maintain a written record of an annual evaluation of the Board’s overall skills and performance and the performance of individual Trustees and committees.