

## SEESAW ROLE DESCRIPTION FOR THE CHAIR OF TRUSTEES

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### Overall purpose

To provide leadership to the organisation and the board by ensuring that everyone remains focused on the delivery of the organisation's charitable purposes in order to provide greater public benefit

- Chairing and facilitating quarterly board meetings and annual strategy meetings
- Giving direction to board policy-making
- Checking that decisions taken at meetings are implemented
- Representing the organisation to external stakeholders at functions and meetings, and acting as a spokesperson and ambassador as appropriate
- Bringing impartiality and objectivity to decision-making
- Leading the board's role in holding the Director and staff to account
- Overseeing the governance cycle
- Recruiting and liaising with Patrons

With the Director:

- Planning the annual cycle of board meetings and other general meetings where required, for example annual general meeting
- Setting agendas for board and other general meetings
- Developing the board of trustees including induction, training, appraisal and succession planning
- Addressing conflict within the board and within the organisation

With regard to staff:

- Providing line management to the Director – keeping in touch regularly and giving advice and support as appropriate
- Leading the process of appraising the performance of the Director, including 360 review, and ensuring their appropriate professional development
- Ensuring that appropriate trustees sit on disciplinary and appointment panels
- Building a relationship with the staff so as to be able to offer support in the absence of the Director
- Annual meetings with the Director's supervisor, to review supervision arrangements

The vice-chair acts for the chair when the chair is not available and undertakes assignments at the request of the chair

## **Person specification**

In addition to the person specification for a trustee, the chair should have the following qualities.

### ***Essential***

- Leadership skills
- A collaborative, open consensual approach in line with SeeSaw's culture
- Clarity about the boundary between the board's strategic role and the executive's operational role
- Experience of committee work
- Tact and diplomacy
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences
- An understanding of the voluntary and/or charitable sector.

### ***Desirable***

Knowledge of the type of work undertaken by the organisation.

### **Please note**

As a children's charity we have taken the decision that all Trustees are required to undertake a DBS (Disclosure and Barring Service) check and are recruited in line with our Safeguarding Policy and Procedures safer recruitment guidelines.