volunteer role description

**Chair of trustees**

The Chairman is responsible for effectively and accurately communicating the decisions of the Board in:

1. Ensuring the CEO understands the strategic priorities, policies and plans agreed by the Board;
2. Developing RCAWL’s key relationships with major stakeholders;
3. Ensuring RCAWL effectively fulfils its objectives, general functions and duties and appropriately exercises its legal powers in concert with the Board;
4. Ensure the Board’s strategies are communicated to the CEO;
5. Steers the delivery of its services in line with agreed targets and performance indicators;
6. Jointly with the Chief Executive, communicating the RCAWL’s plans and achievements to stakeholders, and the public
7. Ensuring that Board Members operate in accordance with governance best practice standards;
8. Ensuring the Company Secretary advises Companies House on the appointment of Board Members and ensuring their effective induction and support in line with Board decisions;
9. Ensuring compliance and maximizing Board effectiveness, individually and collectively; with Board members, establishing, monitoring and reviewing governance structures, systems and processes;
10. Directing, supporting and managing the Chief Executive including agreeing personal objectives and undertaking an annual written appraisal of their performance.
11. Recommending compensation reviews to the board or sub-committee as appropriate.
12. Monitoring and approving the expenses of the chief executive on a monthly basis.
13. Creating and disbanding advisory groups and committees (in discussion with the Chief Executive where appropriate).
14. Initiate annual trustee self-assessments and one to one meetings between the Chairman and Board members
15. Deputize responsibilities to the Vice Chairman or a nominated Board Member on occasions of prolonged absence or unavailability**.**
16. Maintain a record of board attendance by Trustees.
17. Initiate skills audits of the Board from time to time as the needs of the Charity Change.
18. Initiating a review of the articles of association at regular intervals.

In the first instance applicants should request an application form and person specification from Jonathan Vine-Hall at chairman@raystede.org