

# Chair of Trustees Job Description



<b>Role Title</b>	Chair of Trustees
<b>Responsible to:</b>	
<b>Time Commitment:</b>	Trustees will be expected: <ol style="list-style-type: none"> <li>1. to serve a 3-year period</li> <li>2. to commit to attend a minimum of 1 event per year</li> <li>3. to attend 6 board meetings a year (lasting 1.5 hours – 2 hours each)</li> <li>4. possibly to serve on a subcommittee</li> </ol>
<b>Location:</b>	Bristol (Meetings are either held in person at a convenient location or via Zoom/TEAMS)
<b>Why we need your help:</b>	
<p>BDAA is a vibrant, independent charity serving people in Bristol and the surrounding areas by</p> <ul style="list-style-type: none"> <li>• increasing awareness of dementia</li> <li>• helping people living with dementia and their carers cope with everyday living</li> </ul> <p>We provide information, practical support, friendship and advice.</p> <p>We are looking to appoint a new Chair with a variety of skills, perspectives, and experiences, to lead our Board and help us shape our charity’s future. Our current Chair is also our Founder and will continue as a full-time Volunteer Director and Ambassador for the charity.</p> <p>BDAA currently has three part-time and one full time member of staff, plus volunteers.</p> <p>This is an exciting time to be involved in the charity as we recently began a pilot project to make Shirehampton the first dementia aware village in Bristol. This will then be rolled out across Bristol over the next few years dependant on resources, both financial and human.</p> <p>We are looking for someone who believes in our objective “To make Bristol a dementia aware city” and is engaged with the cause; is energetic and passionate.</p> <p>You will be able to think strategically and practically about the challenges and opportunities the organisation may face, whilst also providing leadership, scrutiny, and support.</p> <p>Chairing meetings of the management team effectively and efficiently, bringing impartiality and objectivity to the decision-making process. Increasing and widening the membership to be more representative of the city.</p> <p>We are particularly interested to hear from candidates from under-represented</p>	

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groups which would include Asian, Black, and other ethnic minority communities. This is particularly relevant because these groups over-index in dementia occurrence. We also look for more participation from disabled people and young people.

### Role Summary:

You will:

- Provide leadership to the Management Team and the organisation to enable it to fulfil its charitable purpose.
- Act as a channel of communication between Board and staff
- Oversee the operation of the organisation and its effective governance as a charity and ensure sound financial health of the charity.
- Ensure that governance arrangements are working in the most effective way for the organisation.

Ensuring that BDAA:

- pursues its stated purposes, as defined in its governing document, by developing and agreeing a long-term strategy.
- complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- applies its resources exclusively in pursuance of its charitable objects for the benefit of the public.
- defines its goals and evaluates performance against agreed targets.
- safeguards its trustees, staff, volunteers, clients and the good name and values of the organisation.
- ensures the effective and efficient administration of the organisation, including having appropriate policies and procedures in place.
- ensures the financial stability of the organisation.
- protects and manages the assets/property of the charity and ensuring the proper investment of the charity's funds.
- follows proper and formal arrangements for the appointment, supervision, support, appraisal, and remuneration of paid staff.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have, to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

### Skills /Experience and Personal Attributes:

- Previous Board experience preferred but not necessary, but an understanding of, or a willingness to train in, the principles of good governance in the charity sector is essential.

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### What we can offer you:

- An induction in the role.
- Relevant training as required.
- You will be supported in your role by the other Trustees.
- We will pay out of pocket expenses as agreed.

### What we ask of you:

- To obtain two references from people who are not related to you.
- To keep to all the charity's policies, values and guidelines.
- To complete an induction and any necessary training for the role, including attending Safeguarding Training.