# ROLE DESCRIPTION FOR A CHAIR

## Chair of Changes Bristol

In addition to the general responsibilities of a trustee, outlined below, the duties of the chair include the following:

* Providing 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 board meetings
* Ensuring all board members can contribute equally to the decision making
* Ensuring good relations with all trustees and staff
* Ensuring full participation by trustees
* Ensuring as far as possible decisions are made on a consensual basis in line with the ethics of the charity
* Ensuring lived experience is adequately represented on the board and in the charity as a whole adhering to the charity’s ethos
* Ensuring the Trustee protocol is adhered to (based on the Nolan principles of governance)
* Giving direction to board policy-making
* Checking that decisions taken at meetings are implemented
* Representing the organisation at functions and meetings, and acting as a spokesperson as appropriate
* Bringing impartiality and objectivity to decision-making
* Having a good relationship with the chief executive or equivalent role
* 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, and liaising with the chief executive (if staff are employed) to achieve this
* Ensuring the continued development and adherence to the equalities policy
* Ensuring and encouraging a mix of diversity on the board of trustees

***Where staff are employed:***

* Liaising with the chief executive to keep an overview of the organisation’s affairs and to provide support as appropriate
* Leading the process of supporting and appraising the performance of the chief executive
* Sitting on appointment and disciplinary panels
* The vice-chair or co-chair acts for the chair when the chair is not available and undertakes assignments at the request of the chair

# ROLE DESCRIPTION FOR A TRUSTEE OF CHANGES BRISTOL

In addition to the specific role as chair of trustees, the following are the responsibilities of being a trustee:

* Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
* Ensuring that the organisation complies with its governing document (ie its trust deed, constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
* Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
* Ensuring that the organisation defines its goals and evaluates performance against agreed targets
* Safeguarding the good name and values of the organisation
* Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
* Ensuring the financial stability of the organisation
* Protecting and managing the property of the charity and ensuring the proper investment of the charity’s funds
* Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive (if the charity employs staff)
* Trustees must attend at least 60% of the trustee meetings held monthly

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.

# PERSON SPECIFICATION

**Person specification for Chair**

* Ideally, we are looking for someone who lives in, or close to, the City of Bristol so is familiar with other relevant organisations, statutory, independent and voluntary sector to take Changes Bristol forward.
* Have a real interest in mental health.
* Strong leadership, people management skills and the ability to chair meetings effectively.

• Someone who has a commitment to the aims and objectives of Changes Bristol, in promoting it in the best interests of its stakeholders and staff.

• Strategic vision and understanding .

• Good, independent judgment.

* An ability to think creatively

• An understanding of legal duties, responsibilities and liabilities of trusteeship, together with an understanding of the financial aspects of running a charity.

• An understanding of the way in which the Third Sector works.

• An ability to work effectively as part of a team, contributing an independent perspective.

• Possess integrity, objectivity, accountability, honesty.

• The applicant must be legally eligible to stand as a registered Company Director and Charity Trustee.

• Having had previous experience as Chair of a voluntary organisation is an advantage.

## Person specification for a Trustee

* A commitment to the organisation
* A willingness to devote the necessary time and effort
* Good, independent judgement
* An ability to think creatively
* A willingness to speak their mind
* An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
* An ability to work effectively as a member of a team
* A commitment to the Trustee Protocol which includes Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.