



Chair of Trustees – The Life Project (Bath)

Location:	Bath
Time commitment:	A minimum of five board meetings per year and an AGM There will also be occasional event days e.g. project working groups, away days, fundraising and promotional events etc. Time for the effective line management of the Operations Director.
Remuneration:	The role of the Chair of Trustees is not accompanied by any financial remuneration
Reporting to:	Board of Trustees (Executive Committee)
Term:	Trustees are normally expected to serve a 3-year term

Role

To be a Trustee of an organisation is an exciting and fulfilling role. The most effective Boards are ones which benefit from individuals from a diverse range of backgrounds, experiences and skill sets. The role of a Chair of Trustees is to ensure that the Life Project (Bath) fulfils its duty to its beneficiaries and delivers on our vision, mission and values.

Our Vision

A lifelong commitment to people with learning disabilities. Creating communities; transforming society; loving life.

Our Mission

The Life Project is a Christian charity and all that we do is rooted in Christian principles and ethos.

Our mission within the Bath area is to serve people with learning disabilities by:

- providing homes for life according to their individual needs;
- providing a wide variety of day-time activities with opportunities to discover and develop new skills;
- creating an environment that promotes social development and nurtures healthy relationships;
- enabling people with learning disabilities to grow in their relationship with God and have a platform to express their uniqueness to the world around them;
- offering the Church and wider community an insight into the significance and power of intentional Christian community;
- providing information, advice and guidance to individuals, groups and organisations.

Chair of Trustees Duties

The duties of the Chair of Trustees are to:

- lead the Board and the organisation to enable it to fulfil its purpose;
- ensure an effective relationship between:
 - the Board and the staff/volunteers
 - the Board and the external stakeholders/community
- act as a spokesperson and figurehead as appropriate;
- plan and prepare the Board meetings and the AGM with others as appropriate;
- chair Board meetings ensuring:
 - a balance is struck between time-keeping and space for discussions
 - business is dealt with and decisions made
 - decisions, actions and deliberations are adequately minuted
 - the implementation of decisions is clearly assigned and monitored
- ensure adequate support and supervision arrangements are made for the Operations Director;
- ensure a successor is found before the term of office finishes.

In conjunction with the other Trustees the Chair is to:

- ensure the organisation complies with its governing document (the Memorandum and Articles of Association), charity law, and any other relevant legislation or regulations;
- ensure that the organisation pursues its objectives as defined in its governing document;
- ensure the organisation applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities may be;
- contribute actively to the Board's role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets;
- safeguard the good name and values of the organisation, and to promote and represent it in the community
- ensure the effective and efficient administration of the organisation;
- ensure the financial stability of the organisation;
- protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds;
- appoint the Operations Director and monitor his or her performance, providing advice and support as is necessary;
- assist with the recruitment of staff and volunteers when required.

In addition, with other trustees to hold the charity "in trust" for current and future beneficiaries by:

- ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these;
- being responsible for the performance of the charity and for its "corporate" behaviour; ensuring that the charity complies with all legal and regulatory requirements;
- acting as guardians of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application;
- ensuring that the charity's governance is of the highest possible standard.



Also, the Chair, like all other trustees should make full use of any specific skills, knowledge or experience to help the board make good decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Board on new initiatives or on other issues related to the area of the charity's work in which the trustee has special expertise.

The above list of duties is indicative only and not exhaustive and the Chair of Trustees will be expected to perform all such additional duties as are reasonably commensurate with the role.

Person specification

An individual is sought who shares our vision and has a strong empathy with our mission to serve people who have learning disabilities. In addition to the seven principles of public bodies (selflessness, integrity, objectivity, accountability, openness, honesty and leadership), general trustee experience, knowledge and skills requirements are detailed below.

As the Life Project is a Christian charity and all that we do is rooted in Christian principles and ethos, all trustees must be committed Christians who guard the values and pray for the Life Project and protect its Christian integrity. In this respect there is a requirement in our constitution that all trustees sign up to our Statement of Belief.

The Life Project is seeking someone with the following demonstrable attributes:

Experience

- Successful experience of operating within a board in a charitable, public sector or commercial organisation; successful experience of **leading** a board in an organisation is desirable;
- demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives;
- a proven track record of sound judgement and effective decision making;
- a history of impartiality, fairness and the ability to respect confidences;
- a track record of commitment to promoting equality and diversity.

Knowledge, skills and understanding:

- A willingness to lead the organisation;
- tact, diplomacy and powers of persuasion;
- the relevant skills to run effective Board meetings;
- commitment to the organisation and a willingness to devote the necessary time and effort;
- preparedness to make unpopular recommendations to the board, and a willingness to speak their mind;
- willingness to be available to staff for advice and enquiries on an ad hoc basis;
- good, independent judgement and strategic vision;
- an understanding and acceptance of the legal duties, responsibilities and liabilities of being the Chair of Trustees;
- an ability to work effectively as a member of a team;
- an understanding of the respective roles of the Chair, Treasurer, Trustees and Operations Director;
- preparedness to undertake training to increase trustee skills in benefit of the organisation.

