



Chair Role Description

Role Summary

The Chair will support the organisation in developing, delivering and monitoring its strategic plan and providing suitable support and challenges to the Executive Team. The Board functions as a unit and the Chair follows our Charity's mission and vision ensuring that each trustee fulfils their duties and responsibilities for the effective governance of the charity.

They may act as an ambassador and public face of the charity in partnership with the CEO.

In addition to the general responsibilities of a Trustee, the Chair has a number of tasks specific to their role.

1. Main Responsibilities of the Chair

Overall

- Develop the committee and the organisation to enable it to fulfil its purpose, ensuring that the Charity has maximum impact for its beneficiaries.
- To ensure an effective relationship between
 - the committee and the team: staff/volunteers
 - the committee and the external stakeholders/community
- Acting as a spokesperson and figurehead as appropriate.
- To supervise and support the head of staff.
- Encourage positive change.

Specifically

- Plan and prepare the committee meetings and the AGM along with others as appropriate.
- Ensure that Trustees are fully engaged, that decisions are taken in the best, long-term interest of the Charity and that the Board takes collective ownership.
- Chair committee meetings ensuring:
 - a balance is struck between timekeeping and space for discussions,
 - decisions, actions and deliberations are adequately minuted.
- Liaise regularly with the Treasurer to maintain a clear grasp of the charity's financial position and to ensure full and timely financial transparency and information disclosure to the Board.
- To ensure that the organisation complies with its governing document, any other relevant legislation or regulations.
- Representing the organisation at appropriate events, meetings or functions.
- Ensure that the Board is able to regularly review major risks and associated opportunities and manage and mitigate the risks.
- Attending and being a member of other committees or working groups when appropriate in the role of Chair.



2. Qualities of a Chair

- Demonstrate a strong and visible passion and commitment to the charity.
- Good communication skills; exhibit strong interpersonal and relationship building abilities and be comfortable in an ambassadorial role.
- Has the relevant skills to run a meeting well.
- Ability to foster and promote a collaborative team environment.
- Ability to commit time to conduct the role well, including travel and attending events out of office hours.
- A willingness to devote the necessary time and effort to their duties as Chair and trustee.

Desirable experience

- Prior experience of committee/trustee work
- Knowledge of the type of work undertaken by the organisation.
- A wider involvement with the voluntary sector.

3. Training

The chair will be automatically enrolled to [ACOSVO's Chairs' Network](#).

It is a dedicated network designed to specifically support the needs of Chairs of Scottish voluntary organisations. The Network offers peer support, good practice and experience-sharing in a confidential environment comprising of learning and networking events throughout the year.

You do not need to be the best; we'll support you if you're keen to develop yourself.

4. Time Commitment

- The Board meets 6 times a year, usually in Glasgow.
- It is important that the Chair is able to visit the charity premises and be available to the chief executive on a regular basis.
- From time to time, the Chair should be available to attend and represent the charity at events, meetings or functions in the day and evening times.
- The charity's Chair (and board members) will serve a three-year term to be eligible for re-appointment for one additional term.
- In addition to chairing the main Board meetings, the Chair has the right to attend the sub-committees, which all meet at least quarterly.
- Time commitment expectations are equivalent to between 24 and 30 days per year (2 to 2,5 days per month).

Additional information

The Vice-Chair acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair.

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



This position is not remunerated but reasonable out of pocket expenses incurred fulfilling the duties of the role are reimbursed.

Applying

If you would like to apply for the role please send your C.V. and a brief covering letter to glasgow@bikeforgood.org.uk

To chat informally about the role please email Greg@bikeforgood.org.uk and we will arrange an informal chat with a trustee or our CEO.