

Role description

Chair, Community Housing & Therapy (CHT)

1. Term of service

The Chair is appointed by the CHT Board of Trustees. As with all Trustees, the Chair is appointed and/or re-appointed annually at the AGM, with no limit on the length of service beyond suitability and willingness, and subject to the Board of Trustees' agreement.

2. Main tasks

- Lead the Board of Trustees in ensuring it fulfils its responsibilities for the governance of CHT, observing all relevant regulatory requirements.
- Ensure the Trustees set and regularly review policy, strategy and objectives for the charity.
- Ensure that the charity remains a going concern.
- Work with the Chief Executive and executive team to optimise the relationship between the Board, staff, and other stakeholders.
- Help to develop new partnerships and resources (including funding) and promote and raise the profile of CHT nationally and internationally.

3. Responsibilities

Chair meetings of the Board of Trustees, seeing that it functions effectively and carries out its governance duties. With the Chief Executive, prepare agendas for meetings. Put in place an annual governance timetable. Monitor that decisions taken at meetings are implemented.

Ensure the charity operates within the framework of the law, Charity Commission guidelines and best practice.

Ensure that the charity has a clear medium-term strategy, which is reviewed on a regular basis and kept relevant. Work with the Chief Executive to put in place a good monitoring framework with key performance indicators and success measures.

Ensure that the charity has a set of up-to-date policies that reflect best practice and are relevant to its aims, objectives and strategy; and that policies are implemented, monitored and reports are acted upon (including the policies on Safeguarding, Health & Safety, Complaints, Whistleblowing, and Equality & Diversity).

Ensure that the charity undertakes appropriate risk management of its activities.

In conjunction with the Treasurer, ensure that medium term financial planning is carried out, with annual budgets and cash flow set and reviewed on a regular basis, and for signing off the external auditing of the annual accounts.

Be accountable for the annual reporting of financial information and operating activity, at an Annual General Meeting, in the Annual Report, and other forums.

Maintain relationships with Trustees to optimise their individual and collective contribution to the governance process.

Maintain a skills matrix for the Board, identifying any gaps and overseeing the process of recruitment of new Trustees. Work to ensure there is diversity in the Board composition.

With the Chief Executive, put in place an induction and development programme for the Board. Ensure the Board reviews annually its performance collectively and individually. Be proactive in addressing any performance or personality issues that affect the Board's effectiveness.

Oversee as required the recruitment of the Chief Executive and provide their line management. Undertake an annual appraisal with a clear set of objectives linked to the organisational strategy and monitor performance against these. Support and encourage the Chief Executive to work to the best of their ability, while also tackling any performance issues.

Assist in the promotion of CHT to potential donors, partners, commissioners and beneficiaries. Play a supportive role to the charity's fundraising activities and foster new and existing donor and partner relationships.

In conjunction with the Chief Executive, be the public face of CHT and work to improve its profile.

Person Specification

Chair, CHT

- Strong corporate governance experience in the not-for-profit, public sector or business sectors. **E**
- Understanding of mental distress, and of mental health treatment approaches and services. **D**
- Commitment to the aims and objectives of CHT, notably creating an environment in which people experiencing mental distress can go on to achieve more of their potential in life. **E**
- Track record of success in leading organisations at executive or non-executive level to achieve results. **E**
- Skilled communicator. **E**
- Possessing the gravitas to represent and promote CHT effectively with key stakeholders. **E**
- Financially literate. **E**
- Good negotiator. **E**
- Understanding of the opportunities and challenges for a small organisation delivering a niche service. **D**
- Well networked and willing to use own networks to benefit CHT. **D**
- Able and willing to commit the time to the role, and to provide support to the Chief Executive. **E**
- Ability to manage Board meetings and membership, and to get the best out of Trustees. **E**