**Sharewear Clothing Scheme**

**Chair of Trustees**

**Role Description**

The Chair leads the board, ensuring that it governs the charity effectively, in service of the charity’s vision, mission and values. The Chair leads in an inclusive way, supporting the board to work together well, and providing support and challenge to the Chief Executive. The Chair is also an ambassador for the charity.

**Chair role**

* Providing leadership to the organisation and the board by ensuring that everyone remains focused on the delivery of Sharewear Clothing Scheme’s charitable purposes
* Plan and chair the board meetings and the AGM, with others as appropriate.
* Checking that decisions taken at meetings are implemented.
* Bringing impartiality and objectivity to decision-making
* Lead the board in ensuring that it fulfils its responsibilities for the governance of the organisation.
* Representing the organisation at functions and meetings, and acting as a spokesperson as appropriate
* 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

Working with the Chief Executive:

* Planning the annual cycle of board meetings and other general meetings where required, for example AGM
* 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 to achieve this

In addition to the above, the Chair will have the responsibilities and qualities of all trustees:

***Responsibilities of all trustees***

* Support and provide advice on Sharewear Clothing Scheme’s purpose, vision, goals and activities.
* Approve operational strategies and policies, and monitor and evaluate their implementation.
* Oversee Sharewear Clothing Scheme’s financial plans and budgets and monitor and evaluate progress.
* Ensure the effective and efficient administration of the organisation.
* Ensure that key risks are being identified, monitored and controlled effectively.
* Review and approve Sharewear Clothing Scheme’s financial statements.
* Provide support and challenge to Sharewear Clothing Scheme’s CEO in the exercise of their delegated authority and affairs.
* Keep abreast of changes in Sharewear Clothing Scheme’s operating environment.
* Contribute to regular reviews of Sharewear Clothing Scheme’s own governance.
* Attend Board meetings, adequately prepared to contribute to discussions.
* Use independent judgment, acting legally and in good faith to promote and protect Sharewear Clothing Scheme’s interests, to the exclusion of their own personal and/or any third-party interests.
* Contribute to the broader promotion of Sharewear Clothing Scheme’s objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

**What we are looking for in our Chair**

***Essential***

* Experience of being a trustee. [You do not need to have been a Chair before]
* An inclusive leadership style: able to inspire and support everyone to participate on an equal footing.
* The ability to listen and engage effectively. You are comfortable with challenge and debate and are able to encourage that in others whilst fostering a collaborative board environment.
* Advocate - be able and willing to champion Sharewear Clothing Scheme’s work through personal networks, social media, and other channels.
* A strong personal commitment to equity, diversity and inclusion.
* Good communication and interpersonal skills
* Be responsive [As a small charity, things sometimes ‘come up’ that require the Chair to advise, support or give consent to in an urgent timeframe]

**Essential qualities and attributes of all trustees**

● Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.

● Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.

● Effective communication skills and willingness to participate actively in discussion.

● A strong personal commitment to equity, diversity and inclusion.

● Enthusiasm for our vision, mission and values.

● Willingness to lead according to our values:

* We are committed to upholding the basic dignity of every human person and passionate about equality of opportunity for both those we serve and our volunteers
* We stand alongside those who struggle against poverty, powerlessness and injustice in our local community in compassion and humility
* We affirm the value of acting in partnership and remain open to forging new relationships to the mutual benefit of all parties, in a spirit of solidarity
* We acknowledge and act on our desire to provide work opportunities for marginalised members of society.

● Commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

**Terms of appointment**

***Terms of office***

● Trustees are appointed for a 2 year term of office, renewal for 2 further terms to a maximum of 6 years.

● This is a voluntary position, but reasonable expenses will be reimbursed.

***Time commitment (Estimated at one day per month)***

● Attending 6 Board meetings annually. Currently meetings are held remotely every 2 months.

● Monthly scheduled meeting with the CEO with flexibility to respond swiftly to the occasional ad hoc issue.

● Attending an annual half day strategy session.