



**Job Description – Chair of Trustees**  
**Fair Ways Community Benefit Society**

**Role Title**

Chair of Trustees

**Location**

Board meetings held in Portsmouth, Hampshire (with some flexibility for virtual attendance)

**Time Commitment**

Approximately **30–40 days per year**, including:

- 4 Board meetings per year (full day)
- Preparation and review of Board papers
- Regular meetings with the Chief Executive (typically fortnightly)
- Committee involvement as required
- Attendance at key organisational events and stakeholder engagement

**Remuneration**

Voluntary role (reasonable expenses reimbursed)

**Responsible To**

Board of Trustees locally and to the FCA

**Role Summary**

The Chair of Trustees provides leadership to the Board, ensuring that Fair Ways is well governed, puts child protection, health & safety front and centre of its agenda, strategically focused, and delivering against its charitable objectives.

Working in close partnership with the Chief Executive, the Chair ensures that the Board operates effectively, maintains high standards of governance, and provides appropriate support and constructive challenge to the executive team.

**making a difference, not a profit**

## **Key Responsibilities**

### **1. Strategic Leadership**

- Lead the Board in setting and overseeing the organisation's vision, mission and strategic direction
- Ensure alignment between strategy, business plans and organisational performance
- Promote long-term sustainability and impact
- Acts in the best interest of its people, promoting diversity and inclusion for all

### **2. Governance and Compliance**

- Ensure that the organisation operates in accordance with its governing documents and relevant legal and regulatory requirements, including those of the Charity Commission for England and Wales
- Oversee financial stewardship, ensuring appropriate scrutiny of budgets, audit and financial reporting
- Ensure effective systems of risk management, health & safety, child & employee wellbeing and internal controls are in place and regularly reviewed
- Maintain oversight of safeguarding as a core organisational priority

### **3. Board Leadership and Effectiveness**

- Chair Board meetings effectively, enabling balanced participation, constructive challenge and clear decision-making
- Ensure the Board operates within its agreed governance framework and delegated authorities
- Lead the ongoing development of the Board, including:
  - Trustee recruitment and succession planning
  - Induction and development of Trustees
  - Regular evaluation of Board effectiveness
  - Appraisal of the CEO and through them the Executive
- Promote a Board culture that reflects the organisation's values and commitment to equality, diversity and inclusion

### **4. Chief Executive Support and Oversight**

- Develop and maintain a strong, open and constructive relationship with the Chief Executive
- Provide support, guidance and appropriate challenge
- Lead the Chief Executive's appraisal and performance review process
- Ensure clarity of roles between governance and executive & operational management, maintaining appropriate boundaries

## **5. External Representation**

- Act as an ambassador for Fair Ways as appropriate
- Support stakeholder engagement and organisational reputation
- Agree, with the Chief Executive, respective roles in representing the organisation externally

## **Additional Responsibilities**

- Ensure that Board decisions are implemented and appropriately monitored
- Work with the Chief Executive and Company Secretary to set Board agendas and annual cycles of business
- Ensure Trustees receive timely, relevant and high-quality information to support decision-making
- Facilitate open communication and effective working relationships across the Board and executive

## **Terms of Appointment**

- Initial term of **3 years**, with the possibility of reappointment for up to two further terms (subject to review)

## **Notice Period**

- Chair: 6 months' notice
- Organisation: 1 month's notice

## **Conditions**

- The Chair must be able to demonstrate no conflicts of interest that would affect their ability to carry out the role
- The Chair will comply with all governing documents, policies and codes of conduct of the organisation

## **Experience**

- The Chair of Trustees must demonstrate significant experience of serving as a Boards, including at least one role as Chair of Trustees or as a Board member operating at executive or equivalent senior governance level.

## **Note**

Where the Chair is responsible for ensuring that actions are undertaken, this does not require personal delivery of those actions, but accountability for ensuring they are effectively carried out.