



Chair of the Board of Trustees: Role Description

Background:

Share Community is an independent charity which is based in Wandsworth and Lambeth, supporting adults with learning disabilities, autism and mental health needs from across South London. The charity was founded in 1972 by a group of disabled people and our service users and their families continue to have a strong voice in how our services are delivered.

Share works with disabled people who need extra support to achieve their potential and realise their dreams and aspirations. Our aim is to work with our students so that they live more independently, take control of their own physical and mental wellbeing, and make choices about all aspects of their lives. We provide a variety of programmes, activities and accredited qualifications at our four sites, and in the community, to achieve our aim.

The role:

The Chair is a crucial role for Share, working closely with the Chief Executive to provide inspirational leadership and ensure the Charity delivers its mission and vision. Supported by all the other trustees, the Chair of Trustees ensures that the Board has oversight of the Charity's governance and strategic direction.

The Chair will role model Share's organisational values, and be committed to reducing the social injustice faced by disabled people

Principal responsibilities:

- Lead the trustee body in ensuring that it fulfils its responsibilities for the governance of Share Community.
- Ensure that the Board reviews strategic issues, risks and opportunities on a regular basis, and can satisfy itself that systems are in place to take advantage of opportunities and mitigate risks.

Main duties:

- 1. Ensuring the trustee body fulfils its responsibilities**

- Chair meetings of the trustee body effectively and in an inclusive manner; see that it functions effectively and carries out its duties.
- Monitor agreed actions from Board meeting to ensure decisions are implemented.
- Ensure that the trustee body annually reviews its structure and effectiveness, and that it implements agreed changes as necessary.
- Define and keep under review selection and performance criteria for trustees.

2. Working with the Chief Executive

In close consultation with the Chief Executive, and taking into account annual skills audits, to make recommendations on the composition of the trustee body.

With the Chief Executive, develop appropriate and relevant agendas for meetings.

- Work in consultation with the Chief Executive to recruit trustees and co-optees with specific/relevant expertise.
- With the Chief Executive, ensure that all trustees receive appropriate advice, training and information relating to their role.
- Work collaboratively with the Chief Executive, providing advice and guidance when required.

Note: *The Chair is a member of the Trustee body and the Chair Role Description should therefore be read alongside the Trustee Role Description.*

Time Commitment:

As a Trustee, the Chair will be expected to attend:

- Sessions agreed as part of a personalised induction programme.
- Bimonthly board meetings, held at 17.30-19.30 on Tuesdays in person at Share's site at Altenburg Gardens, Clapham Junction.
- Ad hoc training sessions to develop their understanding of Share/ skills in Trusteeship
- Two board away afternoons per year, dedicated to strategic planning and held in south London.

There are also three board sub-committees which all meet virtually at either 17.30 or 18.00 on Tuesday evenings. The Chair is not expected to attend every sub-committee meeting but may choose to join one or more committees if they so wish.

Trustees are also invited to attend Share's various events which may include our Summer Party and Annual Student Awards.

Board meetings are held in person and sub-committee meetings are held virtually. We are keen to encourage participation from a wide and diverse trustee group, and aim to accommodate and welcome Trustees with specific needs.

Remuneration:

The Chair is a voluntary role and therefore unpaid, however, the Charity will reimburse all out-of-pocket expenses reasonably incurred by the post holder in course of their duties.

Person Specification

Experience:

- Experience at Board level, either as a Trustee or Company Director.
- Experience of, or a demonstrable interest, in the charitable sector.
- Proven ability to chair meetings and events, lead, foster and promote a collaborative team environment.
- Successful track record of leadership in a senior position.

Skills & Knowledge:

- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- The ability to work effectively as a member of a team and to take decisions for the good of Share
- Excellent interpersonal and relationship-building abilities; comfortable in an ambassadorial role.

Personal Attributes:

- Demonstrate a strong, clear commitment to the vision and values of Share Community
- The personality to lead a proactive, high-performing organisation.
- Strategic vision and good, independent judgement.
- Strong personal and professional integrity.
- The ability to commit time to conduct the role well, including travel and attending events out of office hours.