



imagine, inspire, improve

Post:	Chair of the board of trustees
Hours:	Variable, on average one/two days per month Four board meetings per year, one of which is incorporated into a full board away day (with overnight stay the night before) Remuneration committee twice a year, online Officers' meetings as required (generally monthly) Monthly 1:1 with CEO and regular communication as required Trustee 1:1s as required
Salary:	Unremunerated. Reasonable expenses will be paid.
Term of office:	Maximum of six years. Initial appointment of three years from the date of formal ratification may be followed by a second term
Location:	Board meetings alternate between in person (in London once a year and a regional location once a year) and online (twice a year) Committee meetings generally take place online The officers (chair, deputy chair, treasurer and CEO) meet monthly if required, usually online with quarterly meetings in person (currently, in London) Individual meetings with trustees, the CEO and key stakeholders can be carried out online, in person or by phone, as most convenient Member events may be in person in various locations around England and Wales, or online

About ACEVO

ACEVO is the Association of Chief Executives of Voluntary Organisations. Our vision is to see civil society leaders making the biggest possible difference. Together with our network, we inspire and support civil society leaders through connection, advocacy and skills.

For over 35 years, we have provided support, development and an inspiring, collective voice for our members across the UK. ACEVO's network of over 1,700 individuals includes the leaders of every shape and size of civil society organisation and at every stage of the leadership journey.

We are member-driven, connected, inclusive, ambitious and honest. Our members drive positive change in their organisations and in their communities, and our peer-to-peer network supports and encourages them at every step of their career.

We have a turnover of around £1.3m and 20 staff.

Overview of the role

The role of the chair is to provide leadership and direction to ACEVO's board of trustees, enabling the board to fulfil its responsibilities for the overall governance and strategic direction of the organisation.

The officers group (chair, deputy chair, treasurer and CEO) holds delegated authority to deal with any urgent matter regarding reputation, safety or finance which requires an immediate decision outside the remit of the scheme of delegation and without time to convene the full board.

Under ACEVO's scheme of delegation, the chair holds delegated authority for oversight of the CEO and senior team performance.

The chair also holds primary responsibility on behalf of the board for building and maintaining a successful relationship with the CEO (who is an ex officio member of the board) and senior team.

ACEVO holds a high profile within the civil society sector and the chair may, on occasions, be invited to take on speaking opportunities or to represent ACEVO with key stakeholders.

The chair is not required to hold any operational management of the organisation, to play a primary role in fundraising and income generation, or to deal with media or stakeholder engagement on a routine basis.

Governance and decision-making

- ensure ACEVO operates at the highest standards of governance, and its systems and processes adhere to the Charity Governance Code
- model and champion a values driven and learning culture amongst the board of trustees
- ensure a regular review of board structure, role and effectiveness including chair and trustee appraisal
- ensure board meetings are focused, meaningful and reflect the responsibility of the trustees
- ensure that trustees are fully engaged and that decisions are taken in the best long-term interests of ACEVO
- ensure that the board reaches clear, consensus driven decisions while ensuring that individual voices are inclusively facilitated to contribute
- ensure that the board's overall risk appetite is understood and applied in strategic decision making
- participate in and/or lead sub-committees of the board as required in the scheme of delegation or on an ad hoc basis
- lead recruitment of future trustees as necessary, maintaining ACEVO's commitment to an equitable, diverse and inclusive board and ensuring the board of trustees has the necessary skills, knowledge and experience to operate effectively

Organisational

- work closely with the chief executive and senior team on the development and implementation of the organisation strategy
- provide support, guidance and challenge as required to the chief executive and senior team
- under delegated authority from the board, appraise and support the performance of the chief executive
- lead the recruitment, when necessary, of the chief executive
- ensure that the board as a whole works in partnership with the executive team

External

- represent and speak for ACEVO at meetings and events as required
- build and maintain relationships with key stakeholders, particularly the chairs of key partner organisations
- be an ambassador and champion for ACEVO and its work in all contexts

Skills and experience

Candidates must:

- be an active full member of ACEVO or eligible for membership at the time of appointment (i.e. CEO or equivalent at a charity or social enterprise)
- have substantial governance experience and prior experience of having been a chair, committee chair or equivalent
- have a commitment to championing, developing and supporting excellent leadership within civil society, and to the role of ACEVO, its vision, mission and values

Candidates should:

- understand the responsibility of the board of trustees for the proper governance of the charity and the legal obligations of a board of trustees
- have strong interpersonal skills and the ability to effectively influence others and hold them to account
- be able to lead the board of a successful and forward-looking organization while helping us to see, acknowledge and address our blind spots
- understand (or through personal learning and development become competent at) all issues considered by the board
- have a commitment to and understanding of the Charity Code of Governance and the model of charity governance within which we operate
- actively support and champion the principles of antiracism, equity, diversity and inclusion
- show readiness to take decisions by weighing evidence, reasonable assumptions and factual information, always within the framework of our values
- have a keen interest in the civil society sector ecosystem and a good understanding of the current and potential challenges facing the leadership of our sector
- have a strong understanding of the dynamic between chair and CEO and between trustees and executive, and the ability to navigate and effectively manage those relationships in line with ACEVO's values and for the good of the organisation
- demonstrate personal and professional integrity
- be confident in public speaking, media handling and stakeholder relationship building when required

Personal attributes

Candidates should:

- have a genuine desire to chair ACEVO, with a personal commitment to supporting the leaders of civil society to be the best they can be
- have or be able to quickly develop an understanding of the unique (and sometimes complex) role ACEVO holds for our members and within the sector's ecosystem
- have or be able to quickly gain credibility with our members, our stakeholders and the sector at large
- have confidence in leading an experienced board
- have a demonstrable personal commitment to antiracism, equity, diversity and inclusion and to supporting, encouraging and constructively challenging ACEVO on its continuing journey in this area
- be able to think strategically and lead ACEVO towards and possibly into the next decade
- understand and appreciate that ACEVO is a national body with a commitment to support its members and civil society across England and Wales
- have a personal commitment to their own continued development, and a coaching and supportive approach to the development of others
- be able to draw on their own experience as a civil society CEO and that of their networks in informing ACEVO's strategic development and risk management
- be able to manage any actual, potential or perceived conflicts of interest or unhelpful overlaps between their role as a civil society CEO, their membership of ACEVO and their role as chair of ACEVO

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