



ecoACTIVE chair of Trustees Role description

Overall

The role of the chair is to provide leadership to the Board of Trustees (BOT) and the charity to enable it to fulfil its purpose. The chair must also ensure that there is an effective relationship between the BOT and staff/volunteers and external stakeholders/community, and to supervise and support ecoACTIVE's Director.

Key and general responsibilities

- Providing **leadership** to the BOT and to ensure that trustees fulfil their duties and responsibilities for the proper governance of the charity.
- **Supporting** and where appropriate, to **challenge** or hold the director to account.
- Ensuring that the BOT **works in partnership** with executive staff.

Leadership

- To provide leadership to the BOT and to ensure that trustees fulfil their duties and responsibilities for the proper governance of the charity.
- To ensure that the BOT sets the mission, vision, strategy and high-level policies; monitors performance, ensures that regulatory and legal requirements are met, reviews regularly the major risks and acts to mitigate these risks.
- To ensure the charity's financial dealings are systematically accounted for, audited and publicly available.
- Representing the charity at functions and meetings, and acting as a spokesperson as appropriate.
- Oversees a systematic, open and fair procedure for the recruitment and co-option of trustees.

To ensure that:

- EcoACTIVE has an appropriate governance structure and this is reviewed regularly.
- The BOT delegates sufficient authority to its subcommittees, the chair, the director and others so business can be carried on between meetings.
- The BOT has its delegated authorities recorded in written terms of reference for subcommittees/workgroups, role descriptions for officers and key staff, and that these delegated powers are monitored.
- Trustees receive appropriate induction, advice, information and training.
- That the BOT members act reasonably, and in the interests of the charity.

BOT meetings:

- Working alongside the Secretary and Director in drawing up board agendas, planning and preparing the committee meetings and the AGM with others where appropriate.
- Ensuring that the director and staff provide the board with relevant, timely and accurate information in order to allow the board to take decisions.
- Chairing and facilitating board meetings effectively, seeking consensus, reaching clear and agreed decisions which are minuted.



- Encouraging all trustees to participate and to constructively challenge the Chair and the Director.
- Checking that board decisions are implemented.

Working with the director

To support the director by

- Ensuring there are clear and open processes for Director recruitment and dismissal, and for remuneration.
- Meet regularly with the Director, establishing a relationship where each can speak about concerns, worries and challenges.
- Providing leadership to the Director to ensure that ecoACTIVE is run in accordance with BOT decisions and governing documents and that there is clarity about the charity's objectives.
- Supervising the Director on behalf of the BOT.
- Regularly reviewing the Director's performance and ensuring they have the opportunity for professional development and appropriate external professional support.

To challenge or hold the director to account, through the BOT by ensuring that:

- When necessary, the chair and the trustees challenge the Director constructively and in the best interests of the charity.
- The Director is clear about the key performance indicators by which they will be held accountable.
- The Director understands their crucial responsibility to provide relevant, honest, timely, high-quality information and advice to the board of trustees.
- There are appropriate mechanisms, both internal and external, to verify that the board receives a balanced and honest picture of how the charity is doing.

To ensure the BOT works in partnership with Director and staff by ensuring that:

- Staff understand the role of the BOT and that the Director provides an effective link between the BOT and staff.
- Whenever possible, trustees visit the charity, attend events organised by the charity and have informal opportunities to meet staff and beneficiaries.

Specific areas requiring the board's attention in 2025

1. Recruit a trustee for secretary role (currently this role is being shared by two trustees)
2. Work with other trustees on key actions linked to ecoACTIVE's Risk Register, focusing on highest priorities (e.g. finances and rebuilding unrestricted reserve funds)
3. Help carry out a skills audit of the BOT
4. Director's performance indicators and review process
5. Succession plan for board officer roles (chair, treasurer, secretary)