



CHAIR OF TRUSTEES

ADDITIONAL INFORMATION

About Us: Headway Derby is a small but growing voluntary organisation with ambitious plans for future expansion of its services. We operate as a registered charity.

Role Description: Chair of Trustees

Responsibilities:

1. Strategic Leadership:

- Provide leadership to the charity and its Board, ensuring maximum impact for beneficiaries.
- Ensure Trustees fulfil their duties and responsibilities for effective governance.
- Set a clear strategic direction for the Charity.
- Regularly review major risks and opportunities.
- Ensure sound financial health of the charity.

2. Governance:

- Encourage positive change where appropriate.
- Address and resolve conflicts within the Board.
- Appraise the performance of Trustees and the Board annually.
- Regularly refresh the Board to maintain a balanced skill set.

3. External Relations:

- Act as an ambassador for the cause and the charity.
- Maintain close relationships with key stakeholders.
- Represent the charity at external functions and events.
- Facilitate change and address potential conflicts.



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4. Efficiency and Effectiveness:

- Chair Board meetings effectively and impartially.
- Ensure Trustees are fully engaged in decision-making.
- Assist in recruiting new Trustees.
- Take the lead on the General Managers annual performance evaluation.

5. Time Commitment

- The role will take around 6 – 8 hours a month.
- Board Meetings are held every six weeks in person or online. Usually on a Tuesday evening 17:00 – 19:00.
- Additional time will be required for preparing for meetings and responding to any on-going issues relating to effective running of the Charity.
- Monthly line management of Headway Derby's General Manager

6. Contact Information

- To find out more about joining the Board please contact the current Chair of Trustees, Debra Morris – chair@headwayderby.org

Trustee roles are open to all applicants. Headway Derby is an equal opportunity employer. Employment is based solely on a person's merit, skills, experience and qualifications directly related to professional competence. Applications from individuals are encouraged regardless of disability, age, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.