



ROLE PROFILE OF THE CHAIR OF THE BOARD OF TRUSTEES

The Chair provides leadership to the Board, promoting the highest standards of governance to ensure it fulfils its responsibilities

The Chair works in partnership with the Chief Executive to optimise the relationship between the Board of Trustees and the MK Community Foundation's Executive.

The Board delegates to the Chair the day-to-day management of the Chief Executive *(unless he/she chooses to delegate this responsibility to another trustee)*.

The Chair leads and contributes to the profile of the Community Foundation in Milton Keynes and beyond.

The Chair is elected by the Board of Trustees for a three-year term.

The responsibilities of the Chair are to:

A ensure the Board of Trustees sets and monitors the vision, mission, strategies and policies for the MK Community Foundation through:

- 1 chairing meetings (minimum of six Board meetings, one AGM, any EGM) of the full Board of Trustees.
- 2 alerting the Board to major risks, current and future key issues including significant trends and informing the Board about external changes which may impact on the charity
- 3 ensuring on behalf of the Board that decisions made are implemented and outcomes delivered and monitored
- 4 agreeing the Chair's statement for the Trustees' Annual Review in consultation with the Board
- 5 leading the annual review of the Board's effectiveness and the annual review of Trustees

- 6 ensuring the recruitment and induction of new Trustees to deliver a Board of the appropriate size with the right mix of skills and diversity

B support and supervise the Chief Executive through:

- 7 helping her/him to implement the policies and strategies set by the Board, with appropriate challenge, while respecting executive responsibility
- 8 regular liaison including supervision meetings and pre-Board briefings
- 9 an annual written appraisal and a minimum of a six-monthly review
- 10 sitting on Director-level appointment panels, or delegating this to the Deputy Chair
- 11 overseeing the appointment of any new MK Community Foundation Chief Executive

C ensure a high profile for the MK Community Foundation in Milton Keynes and beyond, in liaison with the Chief Executive

- 12 representing the MK Community Foundation at local, regional and national events
- 13 contributing to media relations in the Milton Keynes area and beyond, in liaison with the Chief Executive
- 14 hosting or participating in member, funder and honorary structure events
- 15 deliver presentations and speeches as maybe required
- 16 network and maintain positive relationships across the sector

D work within the guidelines and standards for membership of the Community Foundation Network, attending when possible UKCF Chair meetings and the biennial UKCF conference

- 17 bi-annual UK Conference, UKCF Chair meeting (max. 2 per annum), Chair and CEO briefings and seminars (approx. 2 per year)
- 18 fostering regional collaboration with other Community Foundations' Board and networks as required

The Chair is entitled to attend any of the MK Community Foundation committees (except when otherwise stipulated, as may be the case with Audit)

ESSENTIAL SKILLS AND EXPERIENCE

The Chair of MK Community Foundation should be able to demonstrate:

- 1 commitment to the MK Community Foundation's purposes, ethos and role
- 2 skill and sensitivity in dealing with people at all levels, both internally and externally
- 3 ability to work closely with the CE developing a positive working relationship in a constructive and consultative environment
- 4 intellectual capacity to grasp issues outside personal experience and to take a strategic view
- 5 skill in chairing complex and sometimes controversial meetings and in obtaining consensus
- 6 ability to play a leading role in the shaping and maintenance of a complex governance structure
- 7 capacity to be an active ambassador and command respect in the local community
- 8 ability to inspire confidence amongst the MK Community Foundation's core constituency and to act as a stabilising influence, particularly at moments of difficulty
- 9 experience of strategic leadership and of managing organisations
- 10 knowledge and understanding of Milton Keynes
- 11 Competent networker

DESIRABLE

- 1 currently living or working in Milton Keynes
- 2 public profile in Milton Keynes, through engagement with, and impact on, communities in Milton Keynes