

Role: Chair of Trustees

Where: PECAN (121a Peckham High Street, London SE15 5SE).

When: Board or sub-committee meetings are held approximately monthly. Although many meetings are held remotely, the Chair will need to be able to travel to PECAN for other sessions, including some board meetings. The Chair is expected to have regular meetings with the Chief Executive Officer and also represent the charity at various events and meetings with key stakeholders, including with staff.

Time commitment: Board meetings are normally around two hours long. Additional chair duties are likely to take up approximately two days per month.

Overview of the role:

PECAN is seeking to appoint a new Chair of Trustees as the previous Chair has stepped down after many years of devoted service. Under PECAN's governing articles of association its trustees, including the Chair, are appointed for a three-year term, which may be renewed for a further two terms (so a maximum of nine years' unbroken service).

Key tasks:

The Chair will hold the Board and Executive Team to account for the Charity's mission and vision, providing inclusive leadership to the Board of Trustees, ensuring that each Trustee fulfils their duties and responsibilities for the effective governance of the charity. The Chair will also support the management team and ensure that the Board functions as a unit and works closely to achieve agreed objectives. They will act as an ambassador and the public face of the charity in partnership with the CEO.

Key responsibilities

- Provide leadership to the organisation and the Board by ensuring that everyone remains focused on the delivery of the organisation's charitable purposes to provide greater public benefit.
- Chair and facilitate board meetings, oversee and ensure proper record-keeping
- Ensure that decisions taken at meetings are implemented.
- Give direction to board policy-making.
- Ensure that the charity has a clear vision, mission and strategic plan, and that there is a common understanding of these by the management team and the Trustees.
- Develop the Board of Trustees including induction, training, appraisal and succession planning
- Ensure that the Board is able to regularly review major risks and associated opportunities and satisfy itself that systems are in place to take advantage of opportunities and manage and mitigate the risks.
- Ensure that the Board fulfils its duties to ensure sound financial health of the charity, with systems in place to ensure financial accountability.
- Encourage positive change where appropriate and address and resolve any conflicts within the Board.
- Act as an ambassador for the cause and the Charity.
- Bring impartiality and objectivity to decision-making

- Address conflict within the Board and within the organisation and liaise with the CEO to achieve this.
- Foster, maintain and ensure that constructive relationships exist with and between the Trustees.
- Liaise with the CEO to keep an overview of the organisation's affairs and to provide support as appropriate.
- Lead the process of supporting and appraising the performance of the CEO.
- Sit on appointment and disciplinary panels where required.

With the CEO:

- Plan the annual cycle of board meetings and other general meetings where required, for example annual general meeting.
- Set agendas for board and other general meetings.
- Ensure that the Board receives sufficient and timely information to make informed decisions.

Relationship with the Chief Executive Officer (CEO) and the wider management team:

- Establish and build a strong, effective and a constructive working relationship with the CEO ensuring they are held to account for achieving agreed strategic objectives.
- Support the CEO, whilst respecting the boundaries which exist between the two roles.
- Ensure regular contact with the CEO and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges.
- Liaise with the CEO to maintain an overview of the charity's affairs, providing support as necessary.

About you:

PECAN is a Christian charity whose values are kindness, belief and hope. There is a requirement for all Trustees, including the Chair, to sign a statement of belief. The CEO is also required to be a Christian.

In addition to the qualities required of a Trustee of the charity, the Chair should have the following qualities:

- Leadership
- Experience of committee work, including at least one previous Trustee role.
- Tact and diplomacy, with the ability to listen and engage
- Good communication and interpersonal
- Impartiality, fairness and the ability to respect
- Ability to foster and promote a collaborative team
- Empathy

It would be desirable to demonstrate experience of the Chair role and/or be willing to join the Association of Chairs to increase their knowledge that will help with the role.

Benefits of volunteering:

- Use your existing skills to make a difference.
- Meet new people who share your passion to eradicate poverty in the local community.

Impact of your role

By leading the Board of trustees of the charity, you will be part of a team providing a vital support function in your local community, seeking to ensure a dignified experience to anyone visiting or anyone who comes into contact with PECAN.

Support

A full trustee induction will be provided to support the new Chair in their role, as well as access to training opportunities to develop in their role as a trustee.

Please note:

- The Chair of Trustees will be appointed for three years. Under the terms of PECAN's memorandum and articles of association this appointment may be renewed for a maximum of two further three-year terms (a total of nine years).
- You must be 18 or over and must not be disqualified from acting as a trustee and declare any conflict of interest while carrying out the duties of a trustee.
- The role of Chair is not accompanied by any financial remuneration, although reasonable expenses may be claimed (e.g. for travel and subsistence).