

Support U



**CHAIR  
CANDIDATE PACK**

# About Us



We are an LGBTQ+ charity that offer social emotional wellbeing support groups. We are dedicated to providing safe spaces and helping everyone feel accepted in their communities.

We offer support with Direct Counselling to long term wellbeing and isolation/discrimination elimination through holistic long term (6+ months) support plans.

To learn more about our work, please click [here](#).

# About the Role

We are looking to revitalise our Trustee Board and require a new Chair of Trustees. This is an exciting opportunity to help take the charity forward and have a real impact on those we support.

## **This role description includes:**

1. Your general statutory responsibilities as a Trustee.
2. Specific Responsibilities for your role as a Chair of Trustees.

## **1. Your general statutory responsibilities as a Trustee:**

- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy.
- Ensuring that the organisation complies with its governing document (i.e. its constitution), charity law, and any other relevant legislation or regulations.
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public.
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets.
- Safeguarding the good name and values of the organisation.
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place.
- Ensuring the financial stability of the organisation.
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds.

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions.

This may involve:

- Scrutinising board papers.
- Leading discussions.
- Focusing on key issues.
- Providing advice and guidance on new initiatives, or other issues in which the Trustee has special expertise.



## 2. Your specific responsibilities as Chair of Trustees, including person specification.

Your responsibilities as Chair of Trustees include:

- Providing leadership to the organisation and the board by ensuring that everyone remains focused on the delivery of the organisation's charitable purposes in order to provide greater public benefit.
- Chairing and facilitating board meetings.
- Giving direction to board policy-making.
- Checking that decisions taken at meetings are implemented.
- Representing the organisation at functions and meetings, and acting as a spokesperson as appropriate.
- Bringing impartiality and objectivity to decision-making.
- Planning the annual cycle of board meetings and other general meetings where required, for example annual general meeting.
- Setting agendas for board and other general meetings.
- Developing the board of Trustees including induction, training, appraisal and succession planning.
- Addressing conflict within the board and within the organisation, and liaising with the Chief Executive (if staff are employed) to achieve this.

## Person specification for the Chair

- Leadership skills.
- Experience of committee work.
- Tact and diplomacy.
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.

In most circumstances, it would also be desirable for the Chair/Vice-Chair to have knowledge of the type of work undertaken by the organisation and a wider involvement with the voluntary sector and other networks.

Your role also includes the following person specifications, which are universal for all Trustees:

- A commitment to the organisation.
- A willingness to devote the necessary time and effort.
- Strategic vision.
- Good, independent judgement.
- An ability to think creatively.
- A willingness to speak their mind.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- An ability to work effectively as a member of a team.
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

## Time Commitment

We have recently navigated a transitional period, which included our longstanding CEO stepping down and changes to the services we provide.

It would therefore be helpful to have someone who has slightly more time available than is typical during this interim period, as we are really looking for someone to lead the Board in deciding what direction Support U decides to move in.

We are currently having monthly Board meetings (which are usually held online) which the Chair is expected to attend.

# How to Apply

Applications should be made via Reach Volunteering's TrusteeWorks team in the first instance.

To apply please submit your CV along with a covering letter stating why you wish to join the organisation and how your skills and experience would add value to the Board.

Applications should be emailed to [trusteeworks@reachvolunteering.org.uk](mailto:trusteeworks@reachvolunteering.org.uk)



Support U

 Reach  
TrusteeWorks