



Aniridia Network UK

Chair role

Whilst all trustees are collectively responsible for the decisions and management of the charity, and jointly and severally liable for their actions, the position of Chair is widely considered as the 'first amongst equals', an ambassador, and the public face of a charity.

It is imperative that the Chair provides effective leadership and management to the board of trustees, enabling them to fulfil their responsibilities for the overall governance and strategic direction of the charity, and ensuring that appropriate decisions are correctly made (including developing the organisation's aims, objectives and goals in accordance with the constitution, legal and regulatory guidelines). The Chair should also lead trustee discussions on the manner in which the charity continues to provide public benefit, and how such provision is continuously monitored by the board.

The Chair will need to work in partnership with others to ensure that trustee decisions are acted upon and the charity is managed effectively. The Chair should be sympathetic to the difference between the role the board of trustees play in developing and agreeing the strategic direction of the charity and that of people (including erstwhile trustees when they are) applying that strategy to the day-to-day operations of the charity.

Main responsibilities

- Leading the trustees and volunteers in the development of strategic plans for the charity.
- Providing leadership and support to volunteers and ensuring that the charity is run in accordance with the decisions of the trustees, the charity's governing document, and appropriate legislation.
- Liaising with the Secretary to draft agendas and supporting papers for trustee meetings and ensuring that the business is covered efficiently and effectively in those meetings.
- Undertaking a leadership role in ensuring that the board of trustees fulfils its responsibilities for the governance of the charity.
- Leading on, with the assistance of the Secretary where appropriate, the development and implementation of procedures for board induction, development, training, and appraisal.
- Implementing an effective communication strategy that includes the needs of volunteers, beneficiaries and other stakeholders.

Main Duties

- Liaising with the Secretary to lead on the planning, setting and Chairing of trustee and general meetings.
- Ensuring trustee decisions are acted upon.
- Supporting and appraising the performance of volunteers.
- Leading disciplinary and appointment committees, where appropriate.
- Representing the charity at functions, meetings and in the press and broadcasting media.
- Acting between full meetings of the board in authorising action to be taken intra vires, e.g. banking

transactions and legal documents in accordance with relevant mandates.

- Maintaining the trustees' commitment to board renewal and succession management, in line with the charity's constitution and/or current best practice.
- Ensuring that the performance of the board as a whole, and the trustees individually is reviewed on an annual basis