



JOB DESCRIPTION FOR CHAIR OF TRUSTEES, EALING COMMUNITY TRANSPORT

Position: Chair of Trustees of Ealing Community Transport

Accountable To: Companies House, Charity Commission, members of Ealing Community Transport

Purpose: To provide strategic leadership to and manage the Board

Key responsibilities in addition to those required of trustees

1. To provide leadership to the Board and to ensure that trustees fulfil their duties and responsibilities for the proper governance of the charity;
2. To support, and where appropriate, to challenge the Chief Executive (CEO) and to ensure that the Board as a whole works in partnership with executive staff.

Chair role description in addition to the general responsibilities of a trustee

- To ensure the efficient and proper conduct of board and committee meetings;
- To establish a constructive working relationship and provide support for the CEO and senior management team;
- Bring impartiality and objectivity to decision making;
- To monitor decisions taken at meetings are implemented;
- To be satisfied that the minutes of all board and general meetings are adequately recorded and approved;
- To ensure that proper arrangements are made to appraise the performance of the CEO and to determine the remuneration of the CEO and other members of the senior team;
- To ensure that the board of trustees arranges its own appropriate appraisal, the chair and individual trustees;
- To ensure that the board of trustees delegates sufficient authority to its sub-committees, the CEO and others to enable to business of ECT to be carried out effectively between board meetings;
- To ensure that the board of trustees receives professional advice when it is needed.

Chair of trustees person specification in addition to those of a trustee

- Extensive leadership skills and experience;
- Previous Board experience;
- Good communication and interpersonal skills, able to both empower and challenge;
- Impartiality, fairness and ability to respect confidences;
- Tact and diplomacy;
- Previous charity experience as an executive officer or trustee (desired, not essential);
- Able and willing to devote the necessary time to the role.