

LCVS Chair Role Description

Overall purpose

To lead the board in governing LCVS in line with its mission and charitable objectives.

Main tasks

1. Relationship with board and chief executive

- To ensure that the board regularly reviews its structure, role and relationship with staff, identifying skills gaps and implementing changes as necessary
- To define and keep under review selection and performance criteria for board trustees
- With the chief executive to ensure that trustees receive appropriate advice, information and training
- In partnership with the chief executive to ensure that LCVS pursues its mission and that all activities are within the provisions of the governing document
- With the chief executive to co-ordinate the activities of the board and staff in defining goals and evaluating performance
- To relate concerns of the board to the chief executive
- To be an ultimate recourse in the event of staff complaints
- To lead the appointment of the chief executive, to ensure that they are suitably supported and to oversee his / her annual appraisal

2. Board meeting activities

- With the chief executive, to plan agenda and timing of board meetings
- To scrutinise board papers and lead discussions
- To chair board meetings focusing on key issues and new initiatives
- To co-ordinate decision making within the board and to ensure impartiality in reaching those decisions (including conducting votes in necessary and use a casting (second) vote if necessary)
- In co-operation with the board and chief executive, to lead the development of strategy documents which embody LCVS's objectives with targets over a 3-5 year timescale.
- To preside over the AGM and to ensure a proper representation of LCVS to its members
- To monitor implementation of Board decisions
- Encourage participation in meetings
- Be alert to any conflicts of interest
- Keep the committee focused on the business and decisions to be made
- Keep order at meetings and make sure they start and finish on time
- Make sure dates are set for future meetings

3. Financial responsibilities

- To ensure LCVS's financial stability and viability.
- In co-operation with the treasurer, to ensure proper investment of the charity's funds

4. Leadership and Influencing

- To represent the organisation at meetings and events
- To act as spokesperson/ figurehead of the organization
- To network with key stakeholders within the City and wider LCR to promote LCVS and its social impact
- With the chief executive to promote LCVS and ensure it maintains its values and good name

Please address any questions to trusterecruitment@lcvs.org.uk prior to submitting your application. The deadline for applications is 26 April 2021.