

## CCS Adoption Chair of Trustees – Job Description

### General Responsibilities

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that the organisation pursues its objects as defined in its governing document.
- To ensure that the organisation applies its resources to fulfil its objectives.
- To contribute actively to the board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- To appoint the Chief Executive and monitor their performance.

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 guidance on new initiatives.
- To utilise the expertise of Board members.

### Additional Duties of the Chair

Together with the CEO and Trustee Administrator

- Planning the annual cycle of board meetings.
- Setting agendas for board meetings.
- Chairing and facilitating board meetings.
- Giving direction to board policymaking.
- Monitoring that decisions taken at meetings are implemented.
- Representing the organisation at functions, meetings.
- Acting as a spokesperson as appropriate.
- Bringing impartiality and objectivity to decision-making.
- Where staff are employed:
  - Liaising with the CEO to keep an overview of the organisation's affairs and to provide support as appropriate.
  - Leading the process of appraising the performance of the CEO.
  - Sitting on appointment and disciplinary panels.
  - Liaising with the CEO to develop the Board of Trustees.
  - Facilitating change and addressing conflict within the Board and the organisation, liaising with the CEO (if staff are employed) to achieve this.

The Vice Chair acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair.

## Chair Person Specification

- Commitment to the organisation.
- Willingness to devote the necessary time and effort.
- Strategic vision.
- Good, independent judgement.
- Ability to think creatively.
- Willingness to speak their mind.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship.
- Ability to work effectively as a member of a team.

- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Leadership skills.
- Experience in committee work.
- Tact and diplomacy.
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.

It would also be desirable (but not essential) for the Chair/Vice Chair to have knowledge of the type of work undertaken (i.e. adoption) by the organisation however experience of leading organisations, working in the charity field or with organisations that work with children/young people/families would also be highly beneficial. Support can be provided to upskill the candidate on the specifics topic of adoption.

