**Chair role description**

**Introduction**

Camden Giving is a place based giving initiative in the London Borough of Camden. We take a bottom-up, collaborative approach, working in the spirit of co-production and our mission to make Camden a fairer and more inclusive place to live, work and socialise. Our vision is of a collaborative and fair Camden. ‘Giving’ is about more than just money. In addition to providing a strong fundraising vehicle we will establish a shared vision based on shared values and community activism, encouraging volunteering, individual and corporate sponsorship, new opportunities to collaborate, the pooling of skills, in kind support, goodwill and connections.

**Role Title:** Chair of Trustees

**Direct Report:** Director, Camden Giving

**Role Summary**

* Provide leadership and direction to the Board and enable the Board to fulfil their responsibilities for the overall governance and strategic direction of Camden Giving.
* Ensure Camden Giving pursues its objects as defined in its governing document, charity law and other relevant legislation/regulations.
* Work in partnership with the Director helping them achieve the aims of Camden Giving; and optimise the relationship between the Board and staff.
* Facilitate the Board in stimulating excellent, well-rounded and carefully considered strategic decision-making.

**Main Responsibilities**

In relation to the Board

* Formulate strategic plans and regular review of long-term strategic aims of Camden Giving.
* Develop policies, define goals, targets and evaluate performance against agreed targets.
* Approve the annual cycle of Board meetings, meeting agendas, chair and facilitate meetings, monitor decisions taken at meetings and ensure they are implemented.
* Liaise regularly with the Treasurer to maintain a clear grasp of Camden Giving’s financial position and ensure full and timely financial transparency and information disclosure to the Board.
* Lead and mentor other Board members to fulfil their responsibilities and enable access to training/coaching/information to enhance the overall contribution of the Board.
* Annually review the Board structure, role, staff relationships and ensure implementation of agreed changes/developments are carried out.
* Encourage team working among Board members and recruit new Trustees as required.
* Create a strong, profitable and fulfilling working relationship with Trustees and the Director through review and self-reflective evaluation of contributions and effectiveness of the Board.

In relation to the Director

* In participation with the Board, appoint the Director and lead the process of appraising and constructively guiding the performance of the Director.
* Assume guardianship of the legal and financial integrity of Camden Giving.
* Consult with the Director on matters of strategy, governance, finance and HR.
* Oversee the Director’s activities in the context of the implementation of Board’s strategy and policies.
* Maintain careful oversight of any risk to reputation and/or financial standing of Camden Giving.
* Receive regular informal progress reports of Camden Giving’s work and financial performance through the Director.

In relation to the community and code of conduct

* Represent Camden Giving as a spokesperson at appropriate events, meetings or functions.
* Protect and manage the property of Camden Giving.
* Lead the Board in fostering relations with potential funders/donors.
* Act as final stage adjudicator for disciplinary and grievance procedures if required.
* Facilitate change and address conflict within the Board, within Camden Giving and liaise with the Director to achieve this.
* Undertake review of external complaints as defined by Camden Giving’s complaints procedure.
* Ensure adherence and compliance around key policies e.g. Equality of Opportunity, Health & Safety and in all decisions and discussions of the Board and its sub-committees.
* Attend and be a member of other committees or working groups when appropriate in role as Chair.

In order to perform the above role, the Chair should have reasonable access to all staff and information, in line with the Board’s fiduciary duties.

**Qualities of a Chair**

Essential

* Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship and adhering to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
* Commitment to Camden Giving’s objects, aims and values and willingness to devote time to carry out responsibilities.
* Strategic and forward looking vision in relation to Camden Giving’s objects and aims.
* Good, independent judgement, political impartiality and the ability to think creatively in the context of Camden Giving and the external environment.
* Good communication and interpersonal skills and the ability to respect the confidences of colleagues.
* Balancing tact and diplomacy with willingness to challenge and constructively criticise.

Desirable

* Prior experience of committee/trustee work.
* Knowledge of the type of work undertaken by Camden Giving.
* A wider involvement with the voluntary and community sector, public or private sector in Camden.
* Experience of chairing meetings, committee work, some experience of charity finance, charity fundraising.
* Leadership skills exercised through start up and / or a period change.