



## **Role and Responsibilities of the Chair of Wessex Children's Hospice Trust Board of Trustees**

### **Objective**

As the senior non executive director of the Trust, to lead the Board of Trustees ensuring that it fulfils its responsibilities for the governance of the Trust and that the Trust acts in accordance with its constitution and standing orders.

### **Main duties**

- To ensure that the Trust furthers its charitable objectives at all times
- To ensure that the Board of Trustees fulfils its statutory responsibilities for the governance of the Trust
- To ensure that the Board of Trustees holds the Chief Executive and the management team to account for effective delivery of the work of the Trust
- To chair meetings of the Trustee body, ensuring that it functions effectively and fulfils its duties
- In partnership with the Chief Executive, to set the overall direction of the Trust and to ensure that the Trust's mission and objectives are achieved
- To support the Chief Executive in implementing the strategy of the Trust and in discharging the operational responsibilities delegated by the Trustees
- To foster and encourage the best possible working relationships between the Trustees, staff, volunteers and supporters
- To act as a spokesperson for the Trust as appropriate
- To initiate and oversee the recruitment of new Trustees to ensure the appropriate balance of skills and needs
- To ensure that the Trustees set the Trust's overall objectives and the strategy necessary to achieve them
- To ensure that the Trust puts in place and maintains an efficient system of financial accounting and investment that meets the stipulations of charity law and protects the Trust's funds and assets.
- Ensure that the Trust has a fundraising strategy that is carried out in compliance with the laws, regulations and standards that apply to the Trust
- Ensure that the Board is able to regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate the risks
- Ensure that the Board fulfils its duties to ensure sound financial health of the charity, with systems in place to ensure financial accountability
- To make sure that decisions taken by the Board are implemented
- To ensure that all sub-committees are properly constituted, operate effectively and report to the Trustees accordingly
- To initiate a system for advising, informing and training Trustees in relation to their role.

- To review, on an annual basis, the performance of the CEO and also of the Board of Trustees and to take steps to ensure its efficient and effective operation.
- To maintain an overview of the charity's affairs

## **Person Specification**

### **Personal Qualities**

- Demonstrate a strong and visible passion and commitment to the charity, its strategic objectives and cause
- Personal gravitas to lead the organisation
- Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Strong networking capabilities that can be utilised for the benefit of the charity
- Ability to foster and promote a collaborative team environment
- Ability to commit time to conduct the role well, including travel and attending events out of office hours

### **Experience**

- Experience of operating at a senior strategic leadership level within an organisation
- Experience of charity governance and working with or as part of a Board of Trustees
- Experience of external representation, delivering presentations and managing stakeholders
- Significant experience of chairing meetings and events

### **Knowledge and skills**

- Broad knowledge and understanding of the hospice sector and current issues affecting it
- Strong leadership skills, ability to motivate and bring people together
- Proven commercial skills
- Understanding of charity governance issues
- Ability to understand financial statements and management accounts