

## **Role description: Chair**

### **Objective**

The Brighton Yoga Foundation is seeking a chair to drive effective change at a crucial time for the charity, and to support the Board of Trustees in achieving agreed objectives.

The Chair will hold the Board of Trustees to account for the Charity's mission and vision, providing inclusive leadership and ensuring that each trustee fulfils their duties and responsibilities for the effective governance of the charity.

He or she will act as an ambassador and the public face of the charity.

### **Key responsibilities**

- Provide leadership to the board and to ensure that trustees fulfil their individual and collective duties and responsibilities for the proper governance of the charity
- Setting strategy for the Foundation and
- Ensure that the board as a whole works in partnership

### **Duties and tasks to fulfil the key responsibilities**

To guard the long-term future of the charity by ensuring that:

- the board sets the mission, vision, strategy and high-level policies for the charity within the powers and restrictions in its charitable objects and governing instruments
- the board takes steps to monitor the performance of the charity and to ensure that the charity satisfies all regulatory and legal compliance requirements
- major risks to which the charity is exposed are reviewed regularly and systems are established to mitigate these risks without the charity becoming totally risk averse
- the charity has a satisfactory system for holding in trust for the beneficiaries' moneys, properties and other assets and ensure that moneys are invested to the maximum benefit of the charity, within the constraints of the law and ethical and other policies laid down by the board
- the charity's financial dealings are systematically accounted for, audited and publicly available
- internal controls and systems (both financial and non-financial) are audited and reviewed regularly
- the board and the charity are fair and open to all sections of the community in all the charity's activities
- the board and the charity hear the voices and views of key stakeholders, especially service users.

### **To ensure the highest possible standards of governance by ensuring that:**

- the charity has a governance structure that is appropriate to a charity of its size/complexity, stage of development, and its charitable objects and that these structures and the governing instruments are reviewed regularly
- the board delegates sufficient authority to its committees, the chair and others to enable the business of the charity to be carried on effectively between meetings of the board

- the board's delegated authority is recorded in writing by means of terms of reference for board committees, role descriptions for honorary officers and for key staff etc, and the board monitors use of these delegated powers
- the board has on it the skills it requires to govern the charity well and these skills are utilised, and that the board has access to relevant external professional advice and expertise
- all members of the board receive appropriate induction, advice, information and training (both individual and collective)
- trustees act reasonably and always act in the interests of the charity
- the board of trustees regularly reviews its performance.

**To ensure the proper and efficient conduct of board meetings by:**

- chairing trustee meetings effectively, seeking consensus, balancing the need for full debate on key questions with the expeditious despatch of business so as to reach clear and agreed decisions as swiftly as possible
- encouraging all trustees to participate and to feel free to challenge constructively the chair
- taking an active role in ensuring that board agendas are meaningful and reflect the key responsibilities of trustees
- ensuring that outreach coordinator/delegated line manager provide the board with relevant, timely and accurate information in order to allow the board to discharge its responsibilities. This should include alerting the board to major risks, informing the board of current and future key issues, including significant trends, and informing the board about external changes which may impact on the charity
- ensuring that board decisions are made in the best, long-term interests of the charity and that the board takes collective ownership of these decisions
- ensuring that decisions taken at meetings of the board are implemented
- ensuring that that there is an annual programme of board and committee meetings, carefully structured agendas and high-quality briefing papers providing timely information and concentrating on governance.

