

## Role Description – Chair

**Job Title:** Chair of the National Land Based College (NLBC) Board.

**Accountable to:** Vice-Chairs and Board of Trustees/Directors.

**Direct Report:** Chief Executive of Landex or other person responsible for the Management Contract in place at any given time

**Background:** A background in, and a passion for, the land based sector is essential as is previous experience as a Chair or trustee.

### 1. Role Summary

- Provide leadership and direction to the Board of Trustees/Directors and enable the Board to fulfil its responsibilities for the overall governance and strategic direction of the organisation
- Ensure that the organisation pursues its objects as defined in its governing document, charity law, company law and other relevant legislation/regulations.
- Provide support for the organisation contracted to manage NLBC, helping it to achieve the aims of the organisation; and to optimise the relationship between the board of Trustees/Directors and its staff.
- Facilitate the Board of Trustees/Directors in stimulating excellent, well-rounded, and carefully considered strategic decision-making.

### 2. Main Responsibilities of the Chair

#### 2.1. Together with the Board

- Formulate strategic plans and regular review of long-term strategic aims of the charity.
- Approve organisational policies, define goals, targets and evaluate performance against agreed targets.

#### 2.2. In relation to the Board

- Approve the annual cycle of the board meetings, meeting agendas, chair and facilitate meetings, monitor decisions taken at meetings and ensure they are implemented.
- Liaise regularly with the Chief Executive of Landex to maintain a clear grasp of the charity's financial position and to ensure full and timely financial transparency and information disclosure to the Board.
- Lead and mentor other Board Trustees/Directors 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 Trustees/Directors and encourage them to identify and recruit new trustees as required.
- Create a strong, profitable and fulfilling working relationship with Board Trustees/Directors and the Chief Executive through review and self-reflective evaluation of contributions and effectiveness of the Board.
- Assume guardianship of the legal and financial integrity of the organisation.
- Maintain careful oversight of any risk to reputation and/or financial standing of the organisation.
- Receive regular informal progress reports of the organisation's work and financial performance.

### 2.3. In relation to the community and code of conduct

- Represent the organisation as a spokesperson at appropriate events, meetings, or functions.
- Protect and manage the property of the organisation.
- Lead the Board in fostering relations with potential clients and potential partners/funders/donors.
- Facilitate change and address conflict within the Board of Trustees/Directors, within the organisation.
- Undertake review of external complaints as defined by the organisation's complaints procedure.
- Ensuring adherence and compliance around key policies to e.g. Equality of Opportunity, Health & Safety and in all decisions and discussions of the Board and any 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.

## 3. Qualities of a Chair

### 3.1. 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 the charity's objects, aims and values and willingness to devote time to carry out responsibilities.
- Strategic and forward looking vision in relation to the charity's objects and aims.
- Good, independent judgement, political impartiality, and the ability to think creatively in the context of the organisation and 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.
- Prior experience of work as a trustee.

### 3.2. Desirable

- Knowledge of the type of work undertaken by the organisation i.e. land based sector and education.
- A wider involvement with the voluntary sector.
- Experience of committee work, some experience of charity finance, charity fundraising.
- Leadership skills exercised through a period change.

## 4. Time Commitment

- The Board meets at least 4 times a year and it will be necessary for the Chair to be available for those meetings.
- It is important that the Chair is available to the management contractors and vice-chairs on a regular basis, including face-to-face meetings up to once per month.
- In addition to Board Meetings, other contact – usually electronic or by telephone – will be necessary.
- Attendance at external events in a representational role and meetings with key stakeholders will also be necessary.

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