

## **Buckinghamshire Food Partnership Charitable Incorporated Organisation**

### **Role description: Chair of Trustees**

**Buckinghamshire Food Partnership** is a new initiative for better food for Buckinghamshire, working collectively towards the vision:

*Everyone in Buckinghamshire has access to and enjoys great tasting, healthy, fair and sustainable food.*

This work is carried out as part of the national network of [Sustainable Food Places](#).

**Role title** Chair of Trustees

**Direct report** Paid Coordinator(s), currently freelance

**Background** A general background in strategy, governance, finance, HR and fundraising would be useful. Previous experience as a Chair or Trustee would be welcome

### **Role summary**

Provides leadership and direction to the board of Trustees and enables the Board to fulfill their responsibilities for the overall governance and strategic direction of the organisation.

Ensures that the organisation pursues its objects as defined in its governing document, charity law, company law and other relevant legislation/regulations.

Works in partnership with the Coordinator(s) and supports them, helping them achieve the aims of the organisation; and optimises the relationship between the board of Trustees, the Coordinator(s), and the wider Partnership.

Facilitates the board of trustees in stimulating excellent, well-rounded and carefully considered strategic decision-making.

### **Main responsibilities of the Chair**

#### **In relation to the board**

- Support the Partnership Steering Group to formulate strategic plans, and regularly review that the long-term strategic aims of the Partnership align with the objects of the charity.
- Develop organisational policies, define goals and targets, and evaluate performance against them.
- Approve the annual cycle of the board meetings and 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 the charity's financial position and to 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 encourage them to identify and recruit new Trustees as required.
- Create a strong, productive and fulfilling working relationship with Trustees and the Coordinator(s) through review and self-reflective evaluation of contributions and effectiveness of the Board.

#### **In relation to the Coordinator(s)**

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

#### **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 partners and potential funders/donors.
- Act as final stage adjudicator for disciplinary and grievance procedures if required.
- Facilitate change and address conflict within the Board of Trustees and within the organisation, and liaise with the Coordinator(s) to achieve this.
- Undertake review of external complaints as defined by the organisation's complaints procedure.
- Ensure adherence and compliance around key policies to e.g. Equality of Opportunity, Health & Safety, 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 the role as Chair of Trustees.
- In order to perform the above role, the Chair should have reasonable access to all team members 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 the charity's objects, aims and values and willingness and ability 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; 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 the organisation.
- A wider involvement with the voluntary sector.
- Experience of chairing meetings, committee work, some experience of charity finance, charity fundraising.
- Leadership skills exercised through a period of change.

##### **Time commitment**

- The Board meets between six and twelve times a year and the Chair is expected to attend the majority of these meetings.
- It is important that the Chair is available to the Coordinator(s) on a regular basis.
- In addition to Board meetings, other contact – usually electronic or by telephone – will be necessary.