



Chair Role Description

Role Summary

The role of the Chair is to provide leadership and direction to the Board of Trustees. The Chair's aim is to enable the Board to fulfil their responsibilities for the overall good governance and strategic direction of the organisation reflecting Talitha's core values of humility, honouring human value and being sympathetic to the Christian faith.

The Chair will ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations and to make sure that the organisation pursues its objects as defined in its governing document.

The Chair's role is also to work in partnership with the Artistic Director (Executive Director) and support the employees, helping them achieve the aims of the organisation; and to optimise the relationship between the Board of Trustees and the staff acting as a figurehead or spokesperson where required.

In addition to the general responsibilities of a Trustee, the Chair has a number of tasks specific to their role.

Main Responsibilities of the Chair

To lead the Board

- Providing coordination and leadership for the Board of Trustees in their role of setting the strategy and policy of the organisation.
- Setting the direction, and upholding, the governance of the organisation to ensure that appropriate policies and procedures are in place for the effective management of Talitha Arts
- Chairing and facilitating the smooth running of Board meetings.
- Guiding the Board of Trustees to ensure clear accountability and code of conduct for governance, and the boundaries for management and day-to-day operations
- Developing succession planning for the Board of Trustees to ensure how new Trustees with the necessary skills and experience are recruited and or a new Chair is recruited and appointed
- Liaising 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 of Trustees.
- Setting effective operational development, to ensure that all Trustees understand their roles and have the requisite skills to effectively perform in role
- In making good decisions in relation to strategic and operational objectives ensuring the Board of Trustees understands the impact of making key decisions
- Instigating set times for the Board of Trustees to meet and reflect on the way in which the Board work effectively together:
 - Planning day
 - Trustee training
 - Board of Trustees evaluation
- Encouraging dialogue and participation from Trustees following up with Trustees on items or actions outstanding throughout the financial year
- Representing the organisation at appropriate events, meetings, or functions.
- Acting as a spokesperson for the organisation where appropriate.
- Lead the Board in fostering relations with potential clients/funders/donors.

- Facilitating and collating regular feedback from all client and fundraising partnerships as part of ongoing strategic development
- Consulting with the Artistic Director (Executive Director) on matters of strategy, governance, finance, and HR.
- Overseeing the Artistic Director (Executive Director) activities in the context of the implementation of the Board's strategy and policies.
- Maintaining careful oversight of any risk to reputation and/or financial standing of the organisation.
- Receiving regular informal progress reports of the organisation's work and financial performance through the Artistic Director (Executive Director).
- Reviewing and appraising the performance of the Artistic Director (Executive Director).
- Attending and being a member of other committees or working groups when appropriate in their role as Chair.

The role of Chair is supported in their work activities by the Deputy Chair and / or works closely with, and is supported by, the governance sub-group

Qualities of a Chair

- Understanding, affinity, and commitment to the organisation.
- Leadership ability.
- Integrity, strategic vision, and good/independent judgement.
- A willingness to devote the necessary time and effort to the duties as Chair and trustee.
- Ability to take decisions for the good of the organisation.
- Good communication skills, including tact and diplomacy.
- Willingness to be open, honest, and transparent in all communication and listen generously to the views of others.
- An ability to work effectively as a member of a team.
- Understanding of the legal responsibilities and liabilities of a trustee.

Desirable experience

- Prior experience of committee/trustee work.
- Knowledge of the type of work undertaken by the organisation.
- A wider involvement with the voluntary sector.

Time Commitment

- The Board meets four times a year, usually in Central London.
- It is important that the Chair can visit the charity's premises (currently near Trafalgar Square) and be available to the Artistic Director (Executive Director) on a regular basis.
- From time to time, the Chair should be available to attend and represent the charity at events, meetings or functions in the day and evening times.

NB: This position is not remunerated but reasonable out of pocket expenses incurred fulfilling the duties of the role are reimbursed.