

Job description for Chair of Trustees

- To appoint the director and monitor his or her performance
- To provide support to the director and be a point of liaison for the director
- To provide leadership to the board of trustees and chair board meetings
- To safeguard the good name and values of the charity
- To represent the charity at functions, meetings and act as a spokesperson for the charity
- To ensure effective and efficient administration of the charity
- To ensure that charity complies with its memorandum and articles of association, charity law and any other relevant legislation or regulations.
- To ensure that the charity pursues its charitable objectives as defined by its memorandum of association
- To ensure the charity applies its resources exclusively in pursuance of its objects
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- To ensure the financial stability of the charity
- To set agendas for the board of trustee meetings in conjunction with the director
- To lead on appraisal of performance of the director

Person specification for chairperson

Willingness and ability to devote the necessary time and effort

Integrity

Strategic vision

Good independent judgement

An ability to think creatively

A willingness to speak their mind

An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship

A commitment to extending their knowledge and understanding of the work of PAC

Leadership

Experience of committee work

Tact and diplomacy

Good people skills

Impartiality

Fairness

Ability to respect confidences