

## Cumbria Community Foundation

### CHAIR'S ROLE AND RESPONSIBILITIES

#### **Background**

The Chair leads a Board of up to 23 comprising up to 13 elected/nominated and other co-opted members which has overall responsibility for the management and direction of the Community Foundation's affairs. The Chair is appointed annually by the Board and works closely with the Chief Executive, Deputy Chair and Treasurer to provide collective leadership.

#### **Purpose and role**

To be a public spokesperson and representative of the Community Foundation and to ensure that the Board discharges its governance and management responsibilities effectively, delegates to and supports the Chief Executive and staff, and that Board members work well together as a team.

#### **Main responsibilities** (in addition to responsibilities as a Board member)

##### Governance

- To chair Board meetings and other sub-committee meetings as required and to ensure that the Board discharges its business effectively, and fulfils its responsibilities for governance;
- To ensure that Board members are involved and motivated, and that the views of all trustees are sought at meetings;
- To review Board members' performance and develop their potential;
- To ensure that trustees work together effectively as a team; and
- To ensure that the Board maintains a strategic focus.

##### Staff

- To support the Chief Executive and evaluate his/her performance;
- To develop and maintain good relations with senior staff and be available to support them; and
- To be a point of appeal for formal grievance and disciplinary matters.

##### Development

- To seek new donors and financial support for the Community Foundation wherever possible;
- To maintain relations with leading donors to the Community Foundation; and
- To set an example as a donor to the Community Foundation, according to personal means.

##### Public role

- To speak in public on the Community Foundation's behalf;
- To be a consistent and committed advocate of the Community Foundation;
- To represent the Community Foundation at events and other functions and promote the Community Foundation's cause; and
- To investigate complaints not dealt with by the Chief Executive as set out in the complaints procedure.

### National role

- To be aware of the wider development of community foundations in the United Kingdom and maintain relationships, wherever possible, with other chairs and with Community Foundation Network.

### **Person specification**

For the skills, knowledge and commitment we are seeking in a successor:

<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	
Able to lead the Board on collective decision-making and ensure the effective governance of the Foundation	
Able to chair meetings, taking account of the Foundation's cross-sector membership	
Able to support and advise the Chief Executive by complementing their role, while being aware that the Board is strategic and the role of Chair is non-executive	
Able to speak at events and represent the Community Foundation externally	
Able to win the trust of donors, partners and successors	
Able to think strategically and to provide leadership	
<b>Knowledge</b>	
Empathy with the type of organisations the Community Foundation supports	Familiarity with the Foundation's model of working with donors
Some understanding of social and economic issues in Cumbria	Contacts across the Foundation's constituencies
An awareness of equality of opportunity and diversity issues	Experience of performance management
<b>Aptitudes</b>	
Flexibility and time to give to the role	Strong commitment to the Foundation through having made regular or significant gifts. It is desirable, but not essential, that this would be through having a named fund
Willingness to advocate for the Foundation within own networks and make introductions	
Enthusiasm for engaging people from diverse backgrounds in the Foundation's work	