**Role of Home-Start Chair**

In addition to the role and responsibilities of a General Trustee, the Chair is responsible for the leadership of the organisation as a whole and overseeing the work of the Trustees and CEO to ensure all the organisation’s obligations are met.

**The overall role of Chair is to:**

* Maintain an overview of the charity and its service delivery as a whole
* Manage and oversee the Board of Trustees and ensure good organisational governance
* Oversee the work of the CEO

**Specific Responsibilities of Chair**

**Relationship with the CEO**

* Delivering supervision and management for the CEO every 4-6 weeks
* Maintain regular and timely communication with the CEO to enable them to fulfil the requirement of their role

**Governance**

Ensuring that HSB meets its responsibilities for effective and focused governance.

* Chairing the board meetings and the AGM
* Overseeing the agenda for board meetings
* Ensuring that Trustees fulfil their duties and responsibilities for the effective governance of the Charity
* Ensuring that the Board is able to regularly review major risks and associated opportunities and satisfy itself that systems are in place to manage and mitigate the risks.
* Ensuring that the Board fulfils its duties to ensure sound financial health of the charity, with systems in place to ensure financial accountability
* Ensuring that the governance arrangements are clearly defined and working in the most effective way for the Charity
* Appraising the performance of the Trustees and the Board on an annual basis.
* Developing the knowledge and capability of the Board of Trustees
* Encouraging positive change where appropriate and addressing and resolving any conflicts within the Board
* Ensuring that the Board of Trustees is of a sufficient number and is regularly refreshed.
  + To work with the CEO to recruit more as and when needed
  + Carrying out the induction process for new trustees including interview and relevant checks
* Ensuring diversity within the board, so that it incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively and which also reflects the wider population

**Sustainability**

Overseeing the sustainability of the organisation by ensuring:

* Good financial and strategic planning
* Together with the CEO to lead on creating and reviewing:
  + A strategic plan
  + Financial strategy (also with Treasurer and Office and Finance Manager)
  + Fundraising strategy (also with Treasurer and Fundraising-Lead)

**Finances**

Together with the Treasurer and CEO to lead on ensuring effective financial stability and future planning including:

* Effective budgeting
* Financial planning including full-cost recovery models
* Understanding the organisations revenue streams and providing timely information that enable staff and trustees to plan how to cover potential gaps in funding

**Legal responsibilities**

Ensuring all the organisations Legal responsibilities are met:

* Employment
* Risk
* Safeguarding

**Compliance**

Together with the CEO, ensuring that systems are in place and operated effectively for the day-to-day running for the organisation

* Together with the CEO, ensuring the charity complies with the Quality Assurance standards and criteria

**Additional time commitments**

In addition to the time commitments of other trustees, the Chair may be required to do additional work from home to deliver the requirements of the role (estimate 8 hours a month).

**Person Specification**

Essential:

* Experience of delivering good governance practices
* Experience of effectively managing staff
* Experience of appropriate organisational strategic planning
* Good understanding of the legal responsibilities for companies

Desirable

* Experience of chairing organisations successfully
* Experience of working within the charity sector, ideally in senior management