

Role Profile – Chair of the Board of Trustees

We seek an experienced individual with strong governance skills and strategic ability who is enthusiastic about the invaluable role and impact that volunteers have across all of our communities. Someone who will be an ambassador for Volunteering Matters, who can help us maximise the potential of our programmes and replicate these across the UK and who can help us to grow the organisation.

As Chair, your commitment to Volunteering Matters will include chairing Council meetings (usually four a year), an annual trustee strategy session and the Annual General Meeting. We encourage all of our trustees to visit local operations and to meet volunteers and staff to build their understanding of our work and increase their visibility within the organisation.

Purpose

The role of the Chair is to provide leadership and constructive challenge to the whole Council of Trustees, the Chief Executive and Executive Leadership team.

Principal Responsibilities

- Provide strategic leadership to the organisation and the Council, ensuring that the volunteering and social action mission and vision are delivered.
- Uphold the fundamental values that underpin all activities of the organisation
- Work with the Council and Executive Leadership Team to deliver the strategic plan for the organisation and ensure ongoing monitoring and challenge.
- Ensure collective delivery of the trustee Code of Conduct and Teamship Rules as well as proactively identifying areas of change to grow and develop as a Council and an organisation.
- Have a full understanding of Volunteering Matters' financial position, and provide scrutiny of accounts with the Finance Committee
- Ensure the trustees represent the charity in a professional manner internally and externally, and live the values of Volunteering Matters
- Where possible, use own networks to raise the profile and increase networks and income to Volunteering Matters
- Develop an effective relationship with the Chief Executive, providing regular support through online and face-to-face contact
- Champion equity, diversity and inclusion within the charity
- Conduct the Trustees and the Chief Executive's annual appraisals
- Chair all Council meetings, and wider Members' meetings – ensuring proper governance and record keeping of all decisions.

This is a pro bono appointment which brings rewards other than money. All expenses directly incurred in your role as Chair on official business are refundable.

Person Specification

You will bring:

- A commitment to the vision, mission, values and strategic aims of Volunteering Matters
- A passion for the work of Volunteering Matters

- An enthusiasm and ability for networking, and the capacity to apply this to building relationships on behalf of Volunteering Matters
- Great communication and negotiation skills – ready to apply both internally and externally on behalf of the charity
- A broad knowledge of the civil society space, the issues that affect it
- Experience of championing equity, diversity and inclusion at leadership level
- Either a good knowledge or ability to quickly understand charity finance and governance
- An understanding and acceptance of the legal duties, responsibilities and liabilities of the role
- A willingness to give the necessary time and effort
- A proven track record of sound judgment, effective decision making, and corporate responsibility
- Qualities of integrity, objectivity, accountability, openness, honesty and effective leadership.

Above all we seek a Chair who can help us raise the profile of Volunteering Matters and support our volunteering and social action mission