



## Chair of the Trustees – Role Description

The Chair is responsible for leading the Board of Trustees, ensuring that it fulfils its responsibilities for the governance of the organisation. The Chair's role is also to work in partnership with the Executive Team, helping them to achieve the aims of the organisation and to optimise the relationship between the Board and staff.

### Strategic leadership

- Provide leadership for the Board in its role of setting the strategy of the organisation and ensuring it operates within its charitable objectives.
- Ensure that Trustees fulfil their duties and responsibilities for the effective governance of the charity.
- Model and maintain the values and ensure, with the CEO, their meaningful implementation across our work.
- Ensure the Board regularly reviews major risks and associated opportunities, and that systems are in place to take advantage of opportunities and manage and mitigate the risks.
- Ensure that the Board fulfils its duties to ensure the sound financial health of the charity.
- With the CEO and Exec Team as appropriate, lead on the development and implementation of procedures for board recruitment, induction, development, training and appraisal.





## Governance

- Support the CEO to establish the annual meeting cycle, setting agendas and agreeing papers for Board meetings.
- Chair Board meetings effectively, inclusively, and efficiently, with impartiality and objectivity.
- Monitor that decisions taken at meetings are implemented.
- Liaise with the CEO to maintain an overview of the organisation's affairs, providing support as appropriate.
- Represent the organisation at meetings and events and act as a spokesperson as necessary.
- Support the Executive Team to maintain effective close relationships with key stakeholders as necessary.
- Maintain good working relations with all Trustees, staff and volunteers
- Lead the recruitment and appointment process for the CEO when necessary.
- Provide line management of the CEO and Executive Team (flexible), ensuring, amongst other things, that they have the opportunity for professional development.
- Conduct her or his duties in accordance with the policies of Movema, including but not limited to the Diversity Policy, Safeguarding Policy, and Data Protection Policy.
- Maintain good working relations with all Trustees, staff, volunteers and other stakeholders.



LIVERPOOL & BRISTOL

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[www.movema.co.uk](http://www.movema.co.uk)

Company Number: 7031968  
Charity Number: 1196951





## Experience and knowledge

- A strong and visible passion for creating a fair and equal society.
- Demonstrate a commitment to prioritising equality, diversity and inclusion in all areas.
- An understanding of policy, influencing and systems-change.
- Tact and diplomacy, with the ability to listen and engage effectively.
- Ability to foster a collaborative and inclusive team environment.
- Experience of chairing meetings.
- An understanding of charity governance.
- Experience of operating at a senior or strategic leadership level.
- Ability to commit time to conduct the role well, including travel to meetings and attending events out of hours.



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