

Role Description	
Role Title	Chair of Trustee/Board
<b>Reports to</b>	Charity Commission/Company House
<b>Mentors</b>	Provide mentorship to Chief Executive
<b>Business Function</b>	Leadership
<b>Business Operation</b>	Thomley (Registered as Thomley Hall Centre Ltd.)
<b>Location</b>	Worminghall, Bucks HP18 9JZ
<b>Number of direct reports</b>	CEO
<b>Hours of Work</b>	Voluntary

### Thomley's Objects:

- to provide facilities and support services in the interests of social welfare for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their impairment/disability with the object of improving their conditions of life;
- to preserve and protect the health of those caring for people with physical, learning or sensory impairment within the family or home by offering a short break service through the provision of community based activities, advice and support; and
- to develop the capacity of non-disabled members of the community in such a way where they are better able to understand and meet the needs of their disabled peers to support them to participate more fully in society.

### Purpose of the role:

The Board of Trustees is responsible and accountable for the overall strategic direction, legislative compliance and financial viability of the Charity. As Chair, you will hold overall accountability for:

- directing and overseeing activities undertaken by board members
- delivering it's objects
- guiding ongoing strategic direction of the charity

## **Essence of the role:**

The essence of the role is:

- Providing leadership to the organisation and the board by ensuring that everyone remains focused on the delivery of the organisation's charitable purposes (objects) in order to provide greater public benefit
- Making sure the charity meets all its regulatory requirements, e.g. Charity Commission, Health & Safety, Safeguarding, Financial, etc. as needed
- To provide ongoing professional support for the Chief Executive Officer (CEO) and Senior Management Team (Fundraising, Finance and Operations) to enable Thomley to meet the charities objects.
- Representing the organisation at functions and meetings, and acting as a spokesperson as appropriate.
- Planning the annual cycle of board meetings and other general meetings where required, for example annual general meeting
- Liaising with the chief executive to keep an overview of the organisation's affairs and to provide support as appropriate

## **Essential Skills and Knowledge for the role**

### **Overview**

The role will require:

- Direct leadership experience
- Experience of managing committees, working groups of people from a wide range of backgrounds.
- High level of communication and interpersonal relationship skills.
- Ability to demonstrate impartiality, fairness and respect of confidences.
- Organisational skills for managing effective meetings.
- Experience of working in the not for profit sector.

## **Accountabilities and Responsibilities**

### **Key Accountabilities and Responsibilities**

- Chairing and facilitating board meetings
- Providing direction to board policy-making
- Making sure decisions taken are implemented
- Bringing impartiality and objectivity to decision-making

In conjunction with the Chief Executive:

- Planning the cycle of and agenda for meetings as required
- Developing the board of trustees including induction, training and succession planning
- Addressing conflict within the board and operational group as needed
- Accountability for compliance with Charity, Statutory, Health & Safety and Safeguarding legislation, and the creation and implementation of relevant policies and procedures.

- Accountability for the creation of a succession people plan within the organisation which allows the organisation to grow organically.
- Accountability for risk management and acceptable levels of insurance.

# Thomley Hall Centre

## Person Specification

### Behaviour / Values

#### **Thomley**

Thomley improves the self-esteem, happiness and quality of life of disabled people, their families and friends, by offering healthy and purposeful activities enabling them to play, learn, socialise and work

#### **Responsive – Rely On Us**

Our staff respond to our visitors' requests quickly and efficiently encompassing their needs and ideas

Always remember - If we don't look after our visitors, someone else will.

#### **Under one roof**

Our staff work with our visitors to ensure that we offer a complete package within a safe, fun and supportive environment.

#### **Simple**

Our staff make life easy for our visitors at all points of contact within the organisation.

#### **Trustworthy**

Our people always support families, and other visitors in any way possible.

Our people represent a customer's brand as if it was our own, always treating visitors, as we would like to be treated. The reputation of Thomley is in the hands of every individual within the organization.

### Technical / Professional Expertise

#### **Essential**

In addition to the General Trustee Responsibilities:

- Leadership
- Managing committees
- Networking
- Financial management
- An understanding of the needs of disabled people and their families
- A good working knowledge of government policies and reforms that impact on the charities' objects, e.g. Social Care, Health and Education, etc.
- A good working knowledge of Charity Law requirements

#### **Desirable**

- Experience of managing a growing and developing organisation