

OutdoorLads Charity Board of Trustees

Chair of Trustees – Role Profile (Voluntary)

Summary.

The Chair will hold the Board of Trustees and staff to account for the Charity's mission and vision, providing inclusive leadership to the Board of Trustees, ensuring that each trustee fulfils their duties and responsibilities for the effective governance of the Charity.

OutdoorLads will be launching our new 2022-2027 Strategy this year, and we are looking for a passionate and enthusiastic individual to chair the charity through a period of change and delivery of the strategic plan.

The Chair will act as an ambassador and the public face of the Charity in partnership with the Trustees and staff.

OutdoorLads is a small organisation, and the Chair of Board may be expected, as and when required, to take on additional tasks to support the charity.

Role-Specific Responsibilities

1. Strategic Leadership

- a. Provide strategic leadership to the Charity and its Board, ensuring that the Charity operates within its Articles of Association and has maximum impact for our members.
- b. Ensure the Board provides clear strategic direction for the Charity, setting overall policy and defined goals, and is focussed to achieve these.
- c. Ensures the Board evaluates performance of the Charity against the agreed targets.
- d. Ensure Trustees understand and fulfil their duties and responsibilities for the effective governance of the Charity.
- e. Ensure the Board is able to regularly identify major risks and associated opportunities and satisfy itself that systems are in place to take advantage of opportunities and manage and mitigate the risks.
- f. Ensure that the Board fulfils its duties to ensure sound financial management and accountability, alongside legal compliance in operating as a registered charity, business and employer; ensure compliance with health & safety and safeguarding requirements.
- g. Sustain the environment for a high-performing Trustee Board.
- h. Foster partnerships and high-quality relationships between Trustees, staff and volunteers to enable efficient and effective management of the Charity.
- i. Manage conflicts of interest, ensuring transparency and probity is maintained.

2. Efficiency and Effectiveness

- a. Chair meetings of the Board effectively and efficiently, bringing impartiality and objectivity and conflict of interest management to the decision-making process.
- b. Ensure Board business decisions advance the purpose and effective running of the Charity.
- c. Ensure organisation roles and responsibilities are clearly defined, including relevant sub-committees, with appropriate delegation of authority.
- d. Ensure Trustees are fully engaged and that the Board takes collective ownership in the governance of the Charity.
- e. Ensure Board decisions are implemented according to agreed timeframes.

3. External Relations

- a. Act as an ambassador for the cause and the Charity in the LGBTQ+, Outdoor pursuits and wider charity sector.
- b. Establish and maintain a network of contacts whom can help the Charity deliver it's charitable aims.
- c. Act as a spokesperson for the organisation, when appropriate.
- d. Represent the Charity at external functions, meetings and events.

Personal Specification

Qualities of a Chair

- Commitment to improvement of the LGBTQ+, and outdoor activities communities.
- Proven leadership skills, empowering style with a good sense of humour
- Acts with integrity, showing strategic vision and displaying good, independent judgement.
- Willingness to devote the necessary time and effort to the duties as Chair and Trustee.
- Excellent communication skills.
- Strong tact and diplomacy.
- Willingness to speak one's mind and listen to the views of others.
- An effective collaborator, with demonstrable delegation skills

Experience

- Experience of charity governance and working with or as part of a Board of Trustees.
- Understanding of the legal responsibilities and liabilities of a Trustee
- Experience of operating at a senior strategic leadership level within an organisation.
- Demonstrable experiencing in monitoring and evaluation performance against agreed targets.
- Significant experience of effective meeting chairing
- An understanding of the LGBTQ+, outdoors activities and charity sector and the current issues affecting them, is desirable.
- Broad understanding of financial management especially as they relate to the charitable sector.

Time Commitment

- Chair six annual Board meetings held as either online or in person meetings, lasting up to 2.5 hours, normally of an evening
- Chair the annual general meeting of the Charity
- Attend sub-committee meetings, if required
- As and when required, attend meetings to deal with specific operational issues.

Collective Responsibilities (common to all OutdoorLads Trustees).

Provide good governance and leadership by:

1. Ensuring team **delivery** of organisational purpose
 - a. Ensuring OutdoorLads maintains a **clear mission and strategic direction**, safeguarding our vision, values and reputation, and ensuring our organisational purposes – including

wider social and community responsibilities (such as environmental impact) - remain relevant and valid.

- b. Fully understanding collective and individual **roles, responsibilities and skills**, working effectively as a team to ensure the organisation's priorities are reflected in operational plans and budgets.
 - c. Ensuring **good, 3-way communication** between the trustee board, volunteer structure and staff team around organisational priorities.
2. Exercising effective **control** of the organisation by
 - a. Ensuring ODL is fully compliant with **legal duties**, regulatory requirements, stewardship of assets, constitutional provision and structure, and able to respond appropriately to changes in the external environment.
 - b. Maintaining good internal **financial controls and management**, along with a **risk register**.
 - c. Implementing line management, training and resources for supporting Outdoorlads' Board, **staff team, volunteers and leaders** to effectively organise great events, (underpinned by robust HR and volunteer procedures).
 3. Being open and **accountable** to our members, setting a culture of integrity and pride.
 - a. Facilitating open **communications** informing members and external parties about ODLs' work and activities, listening and responding to views of members and partners.
 - b. Ensuring a **listening approach** balanced with accessible and robust operating procedures, member policies and constructive handling of complaints
 - c. Holding an **Annual General Meeting** for members to approve accounts and audit in line with our constitutional duties, and to input to organisational strategy and direction.

To Apply

Please email vacancies@outdoorlads.com by **midday on Friday 16th June 2022**.

Questions or queries are welcome, if you have any please email

danny.mckeown-henshall@outdoorlads.com

Key References

Charity Commission 'Good Governance Framework'. <https://www.charitygovernancecode.org/en/front-page>

Charity Commission guidance 'The Essential Trustee: What you need to know, what you need to do'

(2020): https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/866947/CC3_feb20.pdf

OutdoorLads values diversity, promotes equality and challenges discrimination. We welcome and encourage applications from people of all backgrounds and abilities.

About OutdoorLads

OutdoorLads Organisational Structure

- Registered Charity no. 1133121;
- Company Ltd. no. 6589498

OutdoorLads is a membership-driven charitable organisation and company limited by guarantee, with a voluntary Board of Trustees elected from the membership every year at our AGM. OutdoorLads has a highly active membership of about 1,500, and a wider 'online membership' of about 20,000. Our events are delivered by volunteer leaders - members who are trained, assessed and supported to lead activities at a range of levels - from social events to mountaineering expeditions.

OutdoorLads Website

Our activities are organised entirely through our website outdoorlads.com, where members can

- Sign up for membership and build a personal profile
- Search and register for events
- Process payments
- Contact and communicate with other ODL members
- Send enquiries and support requests

OutdoorLads Activities

Our voluntary leaders organise over 1,000 events a year throughout the UK and beyond, including:

- Day walks
- Socials
- Climbing
- Camping
- Hostel weekends
- Mountain biking
- Sailing
- Skiing
- Challenges
- Overseas expeditions