

Chair of Trustees Vacancy – Role Profile

Voluntary

Summary

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

OutdoorLads launched its 2023-2028 strategy this year, and 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 leadership, in partnership with the Trustees and staff. OutdoorLads is a small organisation, and the Chair of the Board, along with other Trustees, may be expected, as and when required, to take on additional tasks to support the charity.

Time-Commitment:

Estimated 12-15 hours a month, with 5-7 hours/week during the induction period (3 months).

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. Ensure 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 opportunities and satisfy itself that systems are in place to take advantage of **opportunities and manage 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

- Commitment to improvement of the LGBTQ+, and outdoor activities communities.
- Proven leadership skills, empowering style with a sense of tact and diplomacy.
- 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.
- Willingness to speak one's mind and listen to the views of others.
- An effective collaborator, with demonstrable delegation skills.
- Ability to chair meetings and bring people together for decision making in a fair, respectful and open manner.

Desired Experience

- Strong existing knowledge of the work and activities of OutdoorLads, or a willingness to quickly integrate into the organisation.
- Proven experience of charity or company governance and working with or as part of a Board of Trustees or Directors.
- Understanding of the legal responsibilities and liabilities of a Trustee and Director.
- Experience of operating at a senior strategic leadership level within an organisation.
- Experience in monitoring and evaluating 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.
- Broad understanding of good financial management especially as it relates to the charitable sector.

Time Commitment

- Estimated 12-15 hours a month, with 5-7 hours/week during the induction period (3 months).
- Chair approximately six Board meetings per year.
- Chair the annual general meeting of the Charity.
- Attend sub-committee meetings, if required.
- As and when required, attend additional meetings.

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 OutdoorLads' 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 ask any questions about this role, please email vacancies@outdoorlads.com.

HOW TO APPLY

To apply for the role of Chair, please email vacancies@outdoorlads.com.

In up to 500 words, please explain how you meet the person specification and have the desired experience.

DEADLINE FOR SUBMISSIONS

Deadline for submission is no later than
midday on Friday 24th March 2023.

Candidates who demonstrate a good fit for the role will be invited to have an interview with staff and trustees as part of the selection process to discuss their suitability.

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

[UK Government 'Being a Company Director' Guidance](https://www.gov.uk/guidance/being-a-company-director) - <https://www.gov.uk/guidance/being-a-company-director>

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