

## Chair of Trustees Role Description

The Chair leads the board, ensuring that the charity is effective, well-run, and focused on its charitable aims.

The Chair ensures that the charity is well governed.

The Chair leads the Board of Trustees in an inclusive way, supporting the board to work together well .

The Chair is also an ambassador for the charity, representing the charity within the local and wider community.

### Chair role

- Provide strategic leadership to the charity and the Board, ensuring that The League of Friends of St Monica's Hospital achieves its objectives.
- Work in partnership with the Trustees to achieve our objectives.
- Lead the board in ensuring that it fulfils its responsibilities for the governance of the organisation.
- Optimise the relationship between the FOSMH board and FOSMH volunteers.
- Plan and chair the board meetings and the AGM, with others as appropriate.
- Act as a spokesperson and figurehead for FOSMH

### Essential skills and experience

- Commitment to the charity's aims and values.
- Good understanding of the local community and its needs.
- Strong leadership, organisational, and communication skills.
- Ability to work collaboratively and motivate volunteers.
- Sufficient time to commit to meetings, events, and ongoing communication.
- Experience of being a trustee, committee chair, or community leader.
- A keen sense of strategic purpose.
- An inclusive leadership style: able to inspire and support everyone to participate on an equal footing.
- The ability to listen and engage effectively.Comfortable with challenge and debate and can encourage that in others whilst fostering a collaborative board environment.

- Advocate - be able and willing to champion FOSMH's work through personal networks, social media, and other channels.
- A strong personal commitment to equality, diversity and inclusion.
- Be responsive and available to Trustees to discuss, advise, support or give consent to matters which may arise during FOSMH business.
- Experience in fundraising or event organisation.
- Basic understanding of charity governance and finance.

In addition to the above, the Chair will have the responsibilities and qualities of all trustees:

### **Responsibilities of all trustees**

- Support and provide advice on FOSMH's purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee FOSMH's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve FOSMH's financial statements.
- Keep abreast of changes in FOSMH's operating environment.
- Contribute to regular reviews of FOSMH's own governance.
- Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect FOSMH interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of FOSMH's objects, aims and reputation by applying their skills, expertise, knowledge and contacts.

### **Essential qualities and attributes of all trustees**

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equality, diversity and inclusion.
- Enthusiasm for our vision and objectives.
- Willingness to lead according to our values
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

### ***Terms of appointment***

### **Terms of office**

Trustees retire by rotation after three years but may stand for re-election. There is no maximum term of appointment.

- This is a voluntary position, but reasonable expenses will be reimbursed.

**Time commitment**

- Attending 6 Board meetings annually. Currently meetings are held at St Monica's Hospital, Easingwold.
- Attendance at educational events as required to enhance Trustee knowledge and experience.
- Attendance at fundraising events and community activities.
- Regular contact with other trustees (and volunteers as necessary) between meetings (mostly via email or phone).