

ROLE DESCRIPTION: CHAIR OF TRUSTEES

Key responsibilities

1. To work in partnership with the Director and the other trustees to ensure that the charity has a clear vision, mission and strategic direction and that the charity, the trustees and the Director deliver the charity's objectives;
2. In particular, to ensure that securing the greatest possible benefit for immigration detainees, whether directly or indirectly, is at the heart of all we do;
3. To ensure that the board of trustees fulfils its duties and responsibilities for the proper and efficient governance, including financial governance, of the charity;
4. To be responsible for ensuring that the board focuses on its governance role and does not slip incrementally into the management role;
5. To chair the Annual General Meeting, quarterly board meetings, plan the annual cycle of meetings with the Director and support, supervise and appraise the Director.

The Chair should demonstrate (or be able to acquire) the following competencies:

Strategic leadership	<ul style="list-style-type: none"> • Lead the board in setting the strategy for the organisation • Ensure a focus on impact and the use of evidence to determine results in line with agreed outcomes • Lead the organisation in being transparent and accountable
Effective chairing	<ul style="list-style-type: none"> • Ensure the effective use of limited trustee time (in and outside meetings) • Ensure all voices are heard and views are respected, using influence to build consensus and reach decisions • Ensure that challenge and conflict are of ideas and issues, not of people and personalities; resolve conflict and build collaboration between trustees, and between trustees and the executive/staff
Developing & evolving the board	<ul style="list-style-type: none"> • Encourage the board to challenge itself on occasion (recognising this may generate discomfort) • Develop and evolve the board to ensure a fit for the future
Coaching, collaborating with and challenging the Director	<ul style="list-style-type: none"> • Proactively act as a sounding board for the Director, providing support, advice and counsel • Provide the Director with constructive challenge and feedback • In particular, to agree a regular schedule of check-in sessions with the Director on at least a monthly basis, (subject to agreement with the Director).
Succession planning (Director, board, committee)	<ul style="list-style-type: none"> • Anticipate the experience, knowledge and skills the future board will need for optimal governance in response to strategic challenges • Seek to address trustee board gaps through recruitment, co-option and/or personalised terms of office • Work with the Director to plan for their succession
Behaviours	<ul style="list-style-type: none"> • Demonstrate at all times a commitment to building and maintaining a respectful and inclusive working culture
Knowledge	<ul style="list-style-type: none"> • A basic understanding of immigration detention in the UK would be an advantage