

Chair of Trustees

Role Description

Overview

In addition to the general responsibilities that all Board members hold, the Chair of the Board provides leadership and direction to the board, ensuring the charity's governance and strategic direction align with its mission to empower young people. The Chair plays a key role in fostering a positive, inclusive culture within the charity and ensuring effective board performance. The role also involves championing financial sustainability and supporting fundraising efforts.

Key Responsibilities

Leadership and Governance:

- Lead the board in setting and implementing the charity's strategic direction and culture.
- Ensure high standards of governance, transparency, and accountability.
- Facilitate board meetings, ensuring they are inclusive and productive.
- Promote diversity, equity, and inclusion in board recruitment and decision-making.

Strategic Oversight:

- Focus the board on long-term goals and strategic planning.
- Approve annual operations plans, budgets, and risk management plans.
- Monitor the charity's performance against strategic objectives.
- Ensure a sustainable pipeline of board members and oversee succession planning.

Board Development:

- Develop the knowledge and capability of board members.
- Encourage positive change and address conflicts within the board.
- Appraise the performance of trustees and the board annually.
- Support recruitment and mentoring of new trustees.
- External Relations & Fundraising:
 - Act as an ambassador and spokesperson for the charity.
 - Represent the charity at external functions, meetings, and events.
 - Build and maintain relationships with key stakeholders, including funders and donors.
 - Support major funding initiatives and advocate for financial sustainability.
 - Encourage board involvement in fundraising and income generation efforts.

Support and Supervision:

- Provide supervision and support to the CEO
- Ensure the board works closely with the CEO to achieve agreed objectives.

- Offer guidance and expertise on specific projects and initiatives.
- Conduct the CEO's annual performance appraisal and support succession planning.

Risk & Financial Management:

- Ensure the board regularly reviews major risks and opportunities.
- Implement systems to manage and mitigate risks effectively.
- Oversee financial oversight and ensure long-term sustainability.

Experience and Qualifications:

- Proven experience in leadership, governance, and strategic planning.
- Background in youth work, education, social services, or a related field.
- Experience in fundraising and resource development.
- Knowledge of legal and regulatory requirements for charities.
- Strong understanding of safeguarding practices.

Personal Characteristics:

- **Passionate and Committed:** A genuine commitment to improving the lives of young people.
- **Collaborative:** Ability to work effectively as part of a team.
- **Strategic Thinker:** Capable of providing visionary leadership and strategic direction.
- **Integrity:** High ethical standards and a commitment to transparency.
- **Effective Communicator:** Strong communication and interpersonal skills.

Time Commitment:

- Attendance at 5 board meetings per year and additional ad-hoc meetings as required.
- Leading the AGM
- Participation in key fundraising and networking events.
- Availability to provide ongoing support and guidance to the CEO and board members.
- It is expected that trustees commit to a maximum term of 3 years with the option to be re-elected for one further 3 year term.

Safeguarding

The Rendezvous is committed to safeguarding and promoting the welfare of young people. All trustees are expected to share this commitment and ensure that safeguarding policies and procedures are adhered to at all times and all trustees are required to undergo an enhanced Disclosure and Barring Service (DBS) check and provide satisfactory references. We believe that safeguarding is everyone's responsibility and expect all trustees to uphold the highest standards of safeguarding

Find out more

This role is an exciting opportunity for a dynamic, forward-thinking leader to help shape the future of our charity and make a real difference in young people's lives.

Please get in touch to arrange an informal chat and find out more

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