

Draft Job description

Cotesbach Education Trust

Chair

In addition to the general responsibilities of a Board member, the principal duties of the Chair are:

1. To take the leading role in ensuring that Cotesbach Educational Trust (CET) complies in all respects with the law and the best principles of corporate governance and that it fulfils its charitable objectives (including the terms and conditions of grants given to it as a charity) and acts within its powers.
2. To act as CET's principal non-executive spokesperson.
3. To lead or support key negotiations with individuals or organisations in the public and private sectors whose support is material to CET's success.
4. To lead or closely collaborate with the leadership of the Trust's fundraising programme.
5. To lead the Board in the appointment of employees.
6. To determine the nature of the business and the formation for agendas for meetings of the Board.
7. To chair and shape discussion at Board meetings.
8. To be responsible for ensuring that the company complies with health and safety regulations.
9. To act on behalf of the Board where urgent decisions are required and to report to the Board on decisions so taken.
10. To lead on the appointment of new trustees to the Board.

Duration

The Chair is appointed by members of the Board. The appointment of the Chair is subject to the same rules as all Trustees of CET.

Commitment

This is a voluntary and unremunerated position; however, reasonable expenses incurred on business of CET may be reimbursed.

Person specification

- Leadership skills of a high order, having worked on a Board or Governing Body, preferably including in a non-executive or Trustee capacity, with previous experience of chairing a Board an advantage;
- A track record of chairing meetings with skill and authority;
- Demonstrable ability to provide leadership and strategic direction to the Board;
- Knowledge of corporate and charity governance;
- Financial and commercial acumen to ensure the organisation's accountability to its stakeholders and to monitor its longer-term financial sustainability;
- Excellent advocacy and communication skills;
- Experience of operating at a senior level with contacts in local government and in business circles;
- Strong inter-personal and networking skills;
- Aptitude for and comfort with representing CET at all levels

31 May 2016