


ROLE DESCRIPTION

Title: Chair of the Board of Trustees	
Term: 3 years (renewable for a further immediate term of 3 years, subject to re-election)	

Overall Purpose of Role:
Charity Trustees have and must accept ultimate responsibility for directing the affairs of Ambition and ensuring that it is solvent, well-run and delivering the charitable outcomes for the benefit of the public for which it has been set up.

Duties:	
A	Compliance – Trustees must:
	Ensure that Ambition complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that Ambition prepares reports on what it has achieved and Annual Returns and accounts as required by law.
	Ensure that Ambition does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there.
	Comply with the requirements of other legislation and other regulators (if any) which govern the activities of Ambition.
	Act with integrity, and avoid any personal conflicts of interest or misuse of Society funds or assets.
B	Prudence – Trustees must:
	Ensure that Ambition is and will remain solvent.
	Use charitable funds and assets reasonably, and only in furtherance of Ambition’s objects.
	Avoid undertaking activities that might place Ambition’s endowment, funds, assets or reputation at undue risk. To this end a risk and review committee will be set up to assess any potential strategic risks.
	Take special care when investing the funds of Ambition or borrowing funds for Ambition to use.
	Ensure that appropriate performance management systems are in place and oversee these in relation to the Chief Executive.
C	Duty of care – Trustees must:

	Use reasonable care and skill in their work as Charity Trustees, using their personal skills and experience as needed to ensure that Ambition is well-run and efficient.
	Consider external professional advice on all matters where there may be material risk to Ambition, or where the Charity Trustees may be in breach of their duties.
D	Code of conduct
	Trustees must act reasonably and prudently in all matters relating to Ambition and must always bear in mind that their prime concern is Ambition's interests. Ambition's income and property must be applied only for the purposes set out in the governing document.

Responsibilities:	
A	Integrity
	Board Members have a duty to act in the best interests of Ambition.
	Board Members shall not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their duties.
	Board Members shall avoid actual impropriety and any appearance of improper behaviour. They should not derive any personal benefit from their work as Board Members, nor make undue profit from dealing with Ambition.
B	Honesty
	Board Members have a duty to declare any private interests relating to their office and to take steps to resolve any conflicts arising in a way that protects Ambition's best interests. When a Board Member has a pecuniary or other interest in the business or other affairs of Ambition, the Board Member shall stand aside from the Board proceedings relating to it
C	Objectivity
	Board members should take decisions solely in the interests of Ambition and shall ensure that their decisions are made solely on merit.
	Board Members must act reasonably and prudently in all matters relating to Ambition and in its long-term interest. They must act with the same degree of care as a prudent person of business would exercise in the management of his or her own affairs or those of someone else for whom they had responsibility.
D	Accountability
	Board Members are accountable for their decisions and actions to the public, funders and service users. They must submit themselves to whatever scrutiny is appropriate to their role.
E	Leadership
	Board Members shall respect the role and responsibilities of the Chair.

PERSON SPECIFICATION

		App	Interview
Experience	Preferred experience of participating in a Trustee board, members' group or committee	✓	✓
	Experience of strategic and business planning	✓	✓
	Experience of networking and partnership development	✓	✓
	Experience of dealing with sensitive and confidential information	✓	
	Skilled communicator at all levels including presentation skills and public speaking		✓
Skills and Abilities	Excellent interpersonal skills with a diverse range of audiences	✓	✓
	High levels of initiative, discretion and judgement	✓	✓
	Flexible and creative approach		✓
	Able to work as part of a team	✓	✓
Knowledge	Knowledge and experience in one or more of the following areas: legal (including HR/personnel) finance, marketing, business development, partnership development, funding within a political context, education, youth sector and awareness of the needs, values, and culture of Ambition members	✓	✓
Other Requirements	Empathetic and passionate about Ambition's vision and work	✓	✓
	Willingness to take accountability for own actions and the collective decisions of the Board of Trustees	✓	✓
	Work within appropriate child protection guidelines	✓	
	Commitment to work within the principles of the equal opportunities and in an inclusive open and transparent one organisation style	✓	✓

NB: This role description identifies the key responsibilities and requirements. Ambition reserves the right to amend the role description if required

Additional Job Description Duties for the Chair of Ambition

In addition to the general responsibilities for all Trustees as set out previously, the Chair also has some specific responsibilities:

1. With the support of the Chief Executive, planning the annual cycle of Board meetings.
2. With the assistance of the Chief Executive, preparing agendas for meetings usually with the advice of the Chief Executive.
3. Chairing and facilitating Board meetings ensuring that the items on the agenda are covered within the timescale set for the meeting.
4. Signing the minutes of the previous meeting after checking with Trustees present that the minutes are a true and accurate record.
5. Giving direction to the Board's policy making.
6. Monitoring that the decisions taken at meetings are implemented.
7. Representing the organisation at functions, meetings and acting as a spokesperson as appropriate.
8. Ensuring that another Trustee, usually the Deputy Chair, is able to act for the chair when s/he is not available.
9. Liaising with the Chief Executive to keep an overview of the organisation's affairs and to provide support as appropriate.
10. Leading the process of appraising the performance of the Chief Executive and the Board of Trustees.
11. Sitting on Trustee appointment and disciplinary panels.
12. Liaising with the Chief Executive to develop the Board.
13. Bringing impartiality and objectivity to decision making.
14. Facilitating change and addressing conflict within the Board and within the organisation, liaising with the Chief Executive to achieve this.