

Role Description: Chair

Age UK Cheshire

Age UK Cheshire is a local social enterprise and charity that is dedicated to later life.

We co-produce excellent services, make opportunities, connect people meaningfully and influence positive change. Because of our work, people love later life in Cheshire. We value putting people at the heart of everything we do, being enterprising, challenging ourselves and others to be better and innovating to deliver what older people want and need.

The Board of Trustees/Directors, including the Chair, are responsible for the overall governance and strategic direction of the Charity, developing the organisation's aims, objectives and goals in accordance with the governing document, legal, and regulatory guidelines.

As a Company Limited by Guarantee the members of the Board are appointed as Directors under company law of Age Concern Cheshire trading as Age UK Cheshire (company number 4369758) and if applicable, Age Concern Trading in Cheshire trading as Age UK Trading in Cheshire (company number 03021987).

Key responsibilities

- Provide leadership to the board and to ensure that trustees fulfil their duties and responsibilities for the proper governance of the charity
- Support, and where appropriate, challenge the CEO
- Ensure that the board as a whole works in partnership with executive staff.

Duties and tasks to fulfil the key responsibilities

To provide leadership to the board and to ensure that trustees fulfil their duties and responsibilities for the proper governance of the charity.

To guard the long-term future of the charity by ensuring that:

The board...

- sets the mission, vision, and strategy for the charity, consistent with its purpose.
- monitors the performance of the charity and ensures it operates legally.
- reviews risks to the charity and manages these appropriately.
- ensures that the money raised by the charity is put to best use for the benefit of older people in Cheshire.
- ensures the charity's finances and systems are audited and reviewed regularly.
- and the charity hear the voices and views of key stakeholders, especially older people in Cheshire.

To ensure the highest possible standards of governance by ensuring that:

- the charity has an appropriate governance structure.

- the board delegates authority to committees, the chair, the CEO, and others to enable the charity to operate effectively and efficiently.
- the board has an appropriate skillset, and this is utilised in combination with external professional advice.
- the board recruits its members in a fair and transparent way.
- the trustees act reasonably, and only in the interests of the charity.

To ensure the proper and efficient conduct of board meetings by:

- chairing trustee meetings effectively.
- encouraging participation and constructive challenge.
- setting the board agendas.
- ensuring that reporting to the board is relevant, timely and accurate.
- ensuring that decisions of the board are made in the best interests of the charity, are implemented, and monitored.

What we are looking for

Essential:

- Experience of being a trustee. [You do not need to have been a Chair before].
- 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. You are comfortable with challenge and debate and are able to encourage that in others whilst fostering a collaborative board environment.
- Advocate - be able and willing to champion Age UK Cheshire's work through personal networks, social media, and other channels.
- Be responsive [Things sometimes 'come up' that require the Chair to advise, support or give consent to. It is very helpful to have a Chair who is available and responsive.]

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 equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to the Charity's values.

Terms of appointment

Terms of office

- The Chair is appointed for a 3 year term of office, renewal for 2 further terms to a maximum of 9 years.
- This is a voluntary position, but reasonable expenses will be reimbursed.

Time commitment (Estimated at one day per month)

- Attending 4 Board meetings annually, held in person.
- In addition to this, 8 committee meetings annually currently being conducted online via Microsoft Teams. Prior to these, meetings to be held with Committee Chairs.



- Monthly scheduled meeting with the CEO with flexibility to respond swiftly to the occasional ad hoc issue.
- Annual reviews with all Trustees and CEO.
- Attending annual strategy sessions (1-2 days).