

# FAVERSHAM CREEK TRUST

The Purifier Building • North Lane • Faversham • Kent • ME13 7DY

## ROLE DESCRIPTION FOR THE CHAIR

Please read this document in conjunction with “Faversham Creek Trust: role description for a Trustee”. This role description, in addition to other role descriptions, the Trust’s Code of Conduct, policies and procedures, Memorandum and Articles of Association, and Vision and Strategy, forms part of the Faversham Creek Trust’s Governing Document.

### Objective

In addition to holding responsibilities as a trustee, the Chair is the leader of the Board of trustees of Faversham Creek Trust (FCT). The primary objective of the role is two-fold:

1. The Chair will hold the Board to account for FCT’s mission and vision, providing inclusive leadership to the Board of trustees, ensuring that each trustee fulfils their duties and responsibilities for the effective governance of the charity.
2. The Chair will also support and, where appropriate, challenge the trustees to ensure that the Board functions as a unit to achieve agreed objectives. She or he will act as an ambassador and the public face of the charity in partnership with the Board.

A description of specific responsibilities in the role and personal qualities sought is given below.

### Principal responsibilities

The list below is indicative only and not exhaustive. The Chair will be expected to perform all such additional duties as are reasonably commensurate with the role. The Deputy Chair acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair.

### Strategic leadership

Provide leadership to the charity and its Board, ensuring that FCT has maximum impact for its beneficiaries (including its membership and supported organisations):

1. Ensure trustees fulfil their duties and responsibilities for the effective governance of FCT
2. Ensure that the Board operates within its charitable objectives, and provides a clear strategic direction for FCT
3. Ensure that the Board is able to regularly review major risks and associated opportunities, and satisfy itself that systems are in place to manage and mitigate the risks while taking advantage of opportunities
4. Ensure that the Board fulfils its duties to ensure sound financial health of the charity, with systems in place to ensure financial accountability.



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## Governance

1. Ensure that the governance arrangements are working in the most effective way
2. Work within any agreed policies adopted by FCT
3. Develop the knowledge and capability of the Board of trustees
4. Encourage positive change and, where appropriate, address and resolve any conflicts within the Board
5. Ensure adequate support and supervision arrangements are made for any staff, volunteers or contractors directly managed or reporting to the Board
6. Regularly lead the appraisal of the Board's and individual trustees' performance against the Charity Governance Code.
7. Ensure that the Board of trustees is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead FCT effectively, and which also reflects the wider population.
8. Address any breach by a trustee of her or his role requirements or the Code of Conduct.
9. Ensure that a successor is found before the term of office finishes.

## Efficiency and effectiveness

Work closely with the Board to give direction to Board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of trustees:

1. Plan and prepare Board meetings and the AGM with others as appropriate
2. In addition to chairing main Board meetings, the Chair has the right to attend meetings of project working groups, on an ad-hoc basis
3. Chair meetings, ensuring:
  - a. A balance is struck between time-keeping and space for discussions
  - b. Business is dealt with and decisions made
  - c. Adequate minutes of decisions, actions and deliberations are taken
  - d. The implementation of decisions is clearly assigned and monitored.
4. Ensure that impartiality and objectivity are brought to decision-making
5. Ensure that trustees are fully engaged and that decisions are taken in the best, long-term interests of FCT and that the Board takes collective ownership
6. Foster, maintain and ensure that constructive relationships exist within and between trustees.

## External Relations

1. Act as an ambassador for FCT and its charitable objectives
2. Maintain close relationships with FCT's patrons, key stakeholders and influencers
3. Act as a spokesperson for the organisation when appropriate



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4. Represent FCT at external functions, meetings and events.

## Person Specification

In addition to the qualities required of a trustee of the charity, it is desirable that the Chair meets the following requirements:

### Personal Qualities

- Demonstrate a strong and visible passion and commitment to the charity, its strategic objectives and cause
- Have the personal gravitas to lead a group and represent a significant local organisation
- Exhibit strong interpersonal and relationship building abilities and be comfortable in an ambassadorial role
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively and the confidence to challenge underperformance or inappropriate conduct
- Strong networking capabilities that can be utilised for the benefit of FCT
- Ability to foster and promote a collaborative team environment
- Ability to commit time to conduct the role well, including travel and attending events out of office hours.

### Experience

- Experience of operating at a senior leadership level within an organisation
- Successful track record of achievement through their career
- Experience of external representation, delivery of presentations and managing stakeholders
- Significant experience of chairing meetings and/or events
- Experience of charity governance and working with, or as part of, a Board of trustees is not essential. Training will be provided where needed.

### Knowledge and skills

- Strong leadership skills, ability to motivate colleagues and volunteers and to bring people together
- Financial management expertise and a broad understanding of charity finance issues
- Good understanding of charity governance issues.

In most circumstances, it would also be desirable for the chair/vice-chair to have knowledge of the type of work undertaken by the organisation and a wider involvement with the voluntary sector and other networks.



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## Additional Information

### Terms

FCT's Chair (and Board members) will serve a three-year term, to be eligible for re-appointment for one, maximum two additional terms.

If a trustee has served for more than nine years, their reappointment will be subject to a particularly rigorous review and takes into account the need for progressive refreshing of the Board; it must also be explained in the trustees' annual report.

### Remuneration

The role of Chair is not accompanied by any financial remuneration. Trustees, which includes the Chair, will be reimbursed for reasonable and receipted out of pocket expenses (mileage, parking, public transport etc.) monthly, payable by BACS.

### Time Commitment

Approximately 180 hours per annum or 3-4 hours/week:

- 11 Board meetings per year, approx. 2 hours in duration, with preparation and follow through (est. 64 hours total)
- Prepare for and lead the AGM (est. 16 hours).
- Hold ad-hoc strategic planning and progress meetings (est. 60 hours).
- The Chair is also expected to represent the Charity at various events and meetings with patrons and key stakeholders (est. 40 hours)

### References

Appointments are made subject to FCT receiving satisfactory references from current or previous organisations relevant to this role. DBS checks are not required for FCT.



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