



Bakewell and District Historical Society

Registered Charity No. 1184842

Role title – Chair of Trustees/Board

Direct reports – Board of Trustees

Role summary

- Provide leadership and direction to the Board of Trustees that enables the board to fulfil their responsibilities for the overall governance and strategic direction of the Society
- Ensure that the organisation pursues its objects as defined in its governing document, charity law, and other relevant legislation/applicable regulations
- Work with the Board of Trustees to support the Society staff and volunteers in helping them achieve the aims of the Society
- Facilitate the Board of Trustees in stimulating, excellent, well rounded, carefully considered, strategic decision making

Main responsibilities of the Chair - In relation to the board

With the help of the other Trustees, as well as input from professional staff and senior volunteers

- Formulate strategic plans and regular review of the long-term strategic aims of the Society
- Develop organisational policies, define goals, targets and evaluate performance against these
- Approve the annual cycle of board meetings, meeting agendas, chair and/or facilitate meetings and ensure they are implemented
- Liaise regularly with the Treasurer to maintain a clear grasp of the Society's financial position and to ensure full and timely financial transparency and information disclosure to the board
- Lead and mentor other board members to fulfil their responsibilities and enable access to training/coaching information to enhance their overall contribution to the board
- Annually, at least, review the board structure, role, relationships and ensure any agreed changes / developments needed are carried out
- Be able to offer the time needed to fulfil the role

Main responsibilities of the Chair - In relation to the community and code of conduct

- Represent the Society as a spokesperson at appropriate meetings, events and functions
- Protect and manage the property of the Society together with any leased assets
- Lead the board in fostering connections and relationships that support the aims of the Society
- Act as final stage adjudicator for disciplinary and grievance procedures if required

- Facilitate change and address conflict within the Board of Trustees and within the Society
- Undertake review of external complaints as defined by the Society's complaints procedure
- Ensure adherence and compliance around key policies in all decisions and discussions of the Board and any sub committees
- Attend and be a member of other committees and working groups as appropriate in role as Chair
- To perform this role the chair must be given reasonable access to all staff, trustees, volunteers and information, in line with the Board's fiduciary duties