

ARUN SUNSHINE GROUP

For Adults with a Learning Difficulty

Role description for the Chair

Role title: Chair of Arun Sunshine Group

Role description

In addition to the general responsibilities of a trustee:

Additional duties of the chair

- chairing and facilitating board meetings
- giving direction to board policymaking
- monitoring those decisions taken at meetings are implemented
- representing the organisation at functions and meetings, and acting as a spokesperson as appropriate
- the vice-chair acts for the chair when the chair is not available and undertakes assignments at their request of the chair
- where staff are employed
 - liaising with the Project Leader to keep an overview of the organisation's affairs and to provide support as appropriate
 - leading the process of appraising the performance of the employee(s)
 - sitting on appointment and disciplinary panels
- liaising with the Project Leader to develop the board of trustees
- bringing impartiality and objectivity to decision-making
- facilitating change and addressing conflict within the board and within the organisation, liaising with the Project Leader as appropriate.

Person specification

In addition to the person specification for a trustee:

Role of chair

- leadership skills
- experience of committee work
- tact and diplomacy
- good communication and interpersonal skills
- impartiality, fairness, and the ability to respect confidences.