



Be *challenged*
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TimeBank Job Description

Post Title: Chair of the Board of Trustees
Salary: Voluntary + expenses
Location: London

Purpose:

- To provide inclusive leadership and direction to the trustees
- To enable the trustees to fulfil their responsibilities for the charity's overall governance and strategic direction
- To support the CEO and where appropriate challenge to ensure effective management of the Charity
- To ensure that the Charity is run in accordance with its memorandum of understanding and within charity law
- Act as an ambassador and the public face of the charity in partnership with the CEO

Role:

The Chair will be responsible for:

- Leading the Trustee Board
- Line managing and supporting the Chief Executive
- Approving the agenda and meeting papers drafted by the executive team
- Approving the draft minutes of meetings and signing the final document once approved by the Board
- Ensure that decisions, whether taken between meetings or at meetings, are properly executed and attributed to any professional advice taken
- Prepare for, attend and chair meetings at the time and frequency agreed by the Trustee Board, ensuring that:
 - Timetables are adhered to
 - All trustees are encouraged to participate
 - Confidentiality is observed and respected
- Ensure that the Trustee Board's sub-committees carry out their work in accordance with agreed terms of reference including reporting back with recommendations
- Work with the CEO to prepare and develop the Charity's business plan
- Ensure that a training and succession plan is in place for the Board of Trustees and the CEO
- Ensure that the Charity is compliant with relevant legislation and codes of practice

One KX 120, Cromer Street, London WC1H 8BS – 020 3111 0700 - www.timebank.org.uk

TimeBank is a ONE20 initiative. ONE20 is a company limited by guarantee registered in England and Wales no. 3695114 and a registered charity no. 1073831, SC042413



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- Liaise with the CEO, Head of Finance and Treasurer to ensure that:
 - The annual accounts, returns and financial audit are completed in a timely fashion
 - Any complaints in relation to the Charity are appropriately handled
 - Annual budgets are appropriately estimated and monitored
 - Copies of Trustee Board papers and records of meetings are stored in secure facilities for the period determined by the Trustee Board
- Ensure that the performance of the Trustee Board is regularly evaluated
- Represent the views of the Trustee Board at events, in meetings and correspondence

Person Specification:

- Demonstrated success as a trustee of a charity or in a similar governance position
- Extensive professional experience with notable experience of chairing a group and/or leading a team
- Diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating and building a consensus among diverse individuals
- A commitment to TimeBank's vision and mission
- A passion for all things volunteering
- Ability to network
- Excellent written and oral communications
- Integrity and credibility