

Overall job purpose:

Many of the tasks relating to the responsibilities outlined below will be carried out by members of staff, be that the Chief Executive's Office or wider staff team, and be detailed in their role descriptions. The Chair's role is to ensure effective oversight of these areas.

Past Chairs have committed an average of one day a week to the role, with busier periods in the run up to quarterly Board meetings and the AGM

Key responsibilities:

1. Strategy

To work in partnership with the Chief Executive, SMT and sub-committees to ensure that the charity has a clear vision, mission and strategic direction and that the charity is focused on achieving these within available resources.

2. Leadership of the Board of Trustees

To ensure that the Board of Trustees fulfils its duties and responsibilities for the proper governance and financial management of the charity.

3. Chief Executive support

To support and performance manage the Chief Executive.

1. Strategy

1.1. Effectively lead the Board in the consideration, iteration and approval of the organisational strategy in line with Scottish Refugee Council's mission, vision and values.

1.2. To ensure that the Trustees govern the charity in the long-term interests of the Scottish Refugee Council.

1.3. To ensure that the charity has a clear vision, mission and strategic plan.

1.4. To ensure that policies set by the Board support the vision, mission, strategic priorities and objectives and are reviewed and revised in line with an agreed schedule.

1.5. With the Chair of the Strategy and Development sub-committee, to ensure that the Board approves the methods for measuring and reporting the progress of the charity in relation to its vision, mission, strategic framework and annual operational plan.

1.6. To represent the organisation at public events and in the media as required by the Chief Executive and/or Policy and Communications colleagues.

2. Leadership of the Board of Trustees

Bringing impartiality, accountability, transparency to decision-making, ensuring high standards of governance and risk management.

2.1. To ensure that the charity has a governance structure that is appropriate to a charity of its size/complexity, stage of development and its charitable objects.

2.2. To ensure that the Board's delegated authority to sub-committees and staff is exercised in line with procedures agreed by the Board.

2.3. To chair meetings of the Board of Trustees, the Annual General Meeting and other meetings as appropriate.

2.4. To ensure that Board decisions are made in the best, long term interests of the charity and that the Board takes collective ownership of these decisions.

2.5. To monitor that decisions taken at meetings of the Board are implemented.

- 2.6. In partnership with the Chief Executive's office to develop an annual programme of Board meetings and Board away days and ensure that relevant agendas and papers are prepared to agreed quality and deadlines.
- 2.7. To ensure the Board regularly reviews its performance and implements agreed changes.
- 2.8. To work closely with the Board and the Chief Executive to ensure that the Board has the skills it requires to govern the charity well, and that the Board has access to relevant external professional advice and expertise
- 2.9. To ensure that there is a systematic, open and fair procedure for the recruitment or co-option of Trustees, Senior Executives and the future Chair.
- 2.10. To ensure that all members of the Board receive appropriate induction, advice, information and training.
- 2.11. Maintain a clear understanding of SRC's financial position and, working with the Board and CEO to ensure sound financial oversight including reviewing and approving the annual budget.
- 2.12. With the Chair of Finance and Audit committee, to ensure that the charity complies with all legal reporting procedures.
- 2.13. With the Chair of Finance and Audit committee, to ensure that appropriate risk management processes are in place.
- 2.14. With the Chair of Finance and Audit committee, to ensure that the charity has appropriate arrangements for the financial stewardship of charitable funds, in line with any ethical or other policies laid down by the Board.
- 2.15. With the Chair of the People sub-committee, ensure that Board members fulfil any role required of them by HR policies in accordance with agreed procedures and HR advice.

3. Chief Executive support

- 3.1. To support and performance manage the Chief Executive on behalf of the Board, remembering that the Chief Executive is responsible to the Board as a whole and not to any one individual Trustee or sub-group of Trustees.
- 3.2. To ensure that Trustees understand and adhere to the division of responsibilities between Board and staff, with the Board leading on governance and strategy while operational decisions rest with staff.
- 3.3. To ensure that the Chief Executive has agreed objectives and a development plan, and performance is reviewed at regular one-to-one meetings throughout the year and more formally through an annual appraisal.