**JOB DESCRIPTION for Chair of Board of Trustees**

**Responsible to:** Board of Trustees

**Responsible for:** Chief Executive

**Salary:**  Unremunerated

**Time commitment:** The Board meets 5 times a year

In addition:

* the Finance and Audit Committee meets 5 times a year – the Chair of the Board is a member of the FAC.
* Occasional attendance on other committees
* Update calls with the CEO as required

**Purpose of the role:**

To provide leadership and direction to the Board of Trustees. The Chair’s aim is to enable the Board to fulfil their responsibilities for the overall governance and strategic direction of the organisation. The Chair will ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations and to make sure that the organisation pursues its objects as defined in its governing document.

Additionally, the Chair’s role is critical in leading, enabling and supporting the organisation to make the necessary changes to ensure growth and success in the future, and to enable it to respond to any specific external challenges, such as the current pandemic.

The Chair's role is also to work in partnership with the Chief Executive and support the employees, helping them achieve the aims of the organisation; and to optimise the relationship between the Board of Trustees and the staff.

**Key Responsibilities:**

* Leading the Board and the organisation to enable it to fulfil its purpose;
* Ensuring an effective relationship between the Board of Trustees and the:
  + staff- particularly the senior management team
  + Association members
  + external stakeholders, partners, and the D&T community;
* Proactively working with the Board and CEO to help determine the Association’s strategic direction and vision;
* Supervising, supporting and reviewing the performance of the Chief Executive.

**Tasks:**

* Planning the annual cycle of Board meetings and helping set the agendas
* Chairing and facilitating Board meetings
* Giving direction to Board policy making
* Monitoring that decisions taken at Board meetings are implemented
* Representing the organisation at appropriate events, meetings or functions
* Acting as a figurehead and spokesperson for the organisation where appropriate
* Liaising with Chief Executive / senior staff member to keep an overview of the Association’s affairs and to provide support as appropriate
* Conducting the performance appraisal of the Chief Executive
* Sitting on appointment panels as required
* Acting as final stage adjudicator for disciplinary and grievance procedures if required
* Attending and being a member of other committees or working groups when appropriate in role as Chair

**Knowledge and Experience:**

**Essential** attributes, skills, experience and expertise:

* Understanding of the role and value of design and technology education
* Leadership experience and ability
* Strategic planning experience and ability
* Experience of and expertise in leading an organisation
* Experience of effectively chairing and facilitating Board meetings
* Ability to undertake lobbying at a senior level eg Government
* High level networking ability and experience
* Knowledge of links between industry and education
* Experience of commercial and business development
* Experience and knowledge of financial planning and reporting
* Proven record of effectively communicating with education, industry and government
* Positive in approach, enthusiastic and committed
* Ability to be both challenging and supportive
* Solution-oriented in tackling challenges
* Experience and knowledge of managing change

**Desirable** attributes, skills, experience and expertise:

* Working knowledge of finance and accounting systems
* Experience of working with charities
* Knowledge and understanding of membership organisations
* Experience of Marketing, Communications and PR at an organisational level
* Knowledge of school education system and teacher education
* Knowledge of FE and HE education systems
* Understanding of design and engineering in industry
* Good at creating and maintaining a valuable network of contacts