



AYLESBURY YOUTH ACTION JOB DESCRIPTION

Job Title	Chair of the Board of Trustees
Remuneration	The role of Chair is not accompanied by any financial remuneration, although expenses for travel may be claimed.
Time commitment	4 Board meetings per year. Additionally, the Chair is expected to have regular meetings with the Chief Executive and represent the Charity at various events and meetings with key stakeholders.
Reporting to	Board of Trustees (Executive Committee)
Location	Aylesbury Vale – headquartered in Aylesbury

Summary Role Description

AYA is seeking to appoint a new Chair of Trustees. We are looking for an experienced and highly motivated individual to work in partnership with the Board of Trustees and the CEO of the premier youth volunteer movement in Buckinghamshire.

This is a unique opportunity to be involved in AYA's new growth phase in youth volunteering and community service. The right candidate will be innovative, youth focused and able to guide the organisation through a critical transformative period.

To achieve these growth objectives the prospective candidate will have previous leadership experience, excellent networking skills, and ideally, existing relationships within the Buckinghamshire charitable community.

About AYA

Founded in 1971, AYA became a Charitable Incorporated Organisation (CIO) in 2016.

The principal aims of AYA are to improve the life chances of young people aged 14 to 24 through enabling them to make a positive contribution to their community; to assist in the development of their personal awareness and to provide relief to the social needs of the elderly, infirm and the deprived in the Aylesbury Vale area. AYA promotes youth volunteering through a variety of projects to cater for all interests, allowing for various levels of commitment, and by providing support and training.

Main Responsibilities

Strategic leadership

- Provide leadership to the charity and its Board, ensuring that the Charity has maximum impact for its beneficiaries
- Ensure that Trustees fulfil their duties and responsibilities for the effective governance of the Charity
- Ensure that the Board operates within its charitable objectives and provides a clear strategic direction for the Charity
- Ensure that the Board can regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities and manage and mitigate the risks
- Ensure that the Board fulfils its duties to ensure sound financial health of the charity, with systems in place to ensure financial accountability

Governance

- Ensure that the governance arrangements are working in the most effective way for the Charity
- Develop the knowledge and capability of the Board of Trustees
- Encourage positive change where appropriate and address and resolve any conflicts within the Board
- Appraise the performance of the Trustees and the Board on an annual basis
- Ensure that the Board of Trustees is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively and which also reflects the wider population
- Work within any agreed policies adopted by the charity

External Relations

- Act as an ambassador for the cause and the charity
- Maintain close relationships with key members of the Government and with key influences
- Act as a spokesperson for the organisation when appropriate
- Represent the charity at external functions, meetings and events
- Facilitate change and address any potential conflict with external stakeholders

Efficiency and Effectiveness

- Chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision-making process
- Ensure that Trustees are fully engaged and that decisions are taken in the best, long-term interests of the Charity and that the Board takes collective ownership
- Foster, maintain and ensure that constructive relationships exist with and between the Trustees
- Work closely with the Chief Executive to give direction to Board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of trustees
- Monitor that decisions taken at meetings are implemented.

Relationship with the Chief Executive and the Wider Management Team

- Establish and build a strong, effective and a constructive working relationship with the Chief Executive, ensuring s/he is held to account for achieving agreed strategic objectives
- Support the Chief Executive, whilst respecting the boundaries which exist between the two roles
- Ensure regular contact with the Chief Executive and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges
- Liaise with the Chief Executive to maintain an overview of the Charity's affairs, providing support as necessary
- Conduct an annual appraisal and remuneration review for the Chief Executive in consultation with other Trustees
- Ensure that the Chief Executive has the opportunity for professional development and has appropriate external professional support.

Additional information

The Vice-Chair acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair.

The above list is indicative only and not exhaustive. The Chair will be expected to perform all such additional duties as are reasonably commensurate with the role.

Personal Qualities

- Demonstrate a strong and visible passion and commitment to the charity, its strategic objectives and cause
- Personal gravitas to lead a significant national organisation
- Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Strong networking capabilities that can be utilised for the benefit of the charity
- Ability to foster and promote a collaborative team environment
- Ability to commit time to conduct the role well, including travel and attending events out of office hours.

Experience

- Experience of operating at a senior strategic leadership level within an organisation
- Successful track record of achievement through their career
- Experience of charity governance and working with or as part of a Board of Trustees
- Experience of external representation, delivering presentations and managing stakeholders
- Significant experience of chairing meetings and events.

Knowledge and skills

- Broad knowledge and understanding of the Civil Society sector and current issues affecting it
- Strong leadership skills, ability to motivate staff and volunteers and bring people together
- Financial management expertise and a broad understanding of charity finance issues
- Good understanding of charity governance issues.

Terms

The Charity's Chair (and board members) will serve a three-year term to be eligible for reappointment for one additional term.