

# Chairperson Role Description

## Purpose

The Chair of Hackney CVS is responsible for leading the Board of Trustees, ensuring good governance, holding the Executive Team to account on delivering [A Fairer Society](#), our Strategy for 2023-2028 and serving as an ambassador for the charity. Hackney CVS has a fully owned trading subsidiary, City & Hackney Together, which is mainly used for contracts. Meetings of the subsidiary are held twice yearly but are scheduled in alignment with standard Hackney CVS Board meetings.

As such, the Chair will have a dual role as Chair of the Board of Trustees for Hackney CVS and will also serve as the Chair of the Board of Directors for our trading subsidiary City and Hackney Together (CHT).

## Time Commitment

The Chair is initially appointed for a three-year term, which can be extended for a maximum further two terms. A formal review will take place at the end of the first term. It is envisaged that the Chair will need to commit an average of one to two days per month for the role, which includes:

- Quarterly HCVS Board meetings\*, which are currently held on evenings 6pm – 8pm and an annual strategy half day.
- Quarterly pre-Board meetings with the CEO to plan and prepare for Board meetings.
- Monthly meetings with the CEO.
- Ad hoc mentoring and support to the CEO on matters relating to strategy and governance.
- Ad hoc support to Executive Team on matters relating to strategy.
- Ad hoc conversations with Sub Committee Chairs and other Trustees as required.

### \*Board Meeting Dates:

- Tuesday 26 March 2024
- Wednesday 19 June 2024
- Thursday 26 September 2024
- Wednesday 18 December 2024
- Wednesday 26 March 2025

## Responsibilities

### 1. Charity Governance

- Lead the Board of Trustees in ensuring that it acts in the Charity's best interests and fulfils its responsibilities for the governance of the Charity.

- Ensure the Charity is acting in accordance with its constitution and uses its resources responsibly and exclusively to further its charitable objects.
- Ensure the Charity adheres to those procedures and practices governed by the Charity Commission.

## **2. Board Effectiveness**

- Provide leadership and be a team builder to ensure the effectiveness and stability of the Board.
- Ensure Trustee effectiveness by encouraging active Trustee participation, leading Board skills auditing when required (to ensure the right balance of skills, knowledge, and experience) and Trustee recruitment within established governance and good practice.
- Chair and facilitate meaningful debate at Board meetings to enable sound decision-making.
- Facilitate and guide conversations, encourage Trustees to share expertise and develop consensus.
- Foster and maintain constructive relationships with and between Trustees. Where appropriate bring challenges to the surface, and address and resolve any conflict within the Board.
- Collaborate with the Chief Executive (CEO) to ensure that Board meetings are well planned, that the agenda is meaningful and reflects the priorities of the Charity and responsibilities of the Trustees.
- Meet as appropriate with the Treasurer and Chairs of any Board subcommittees.

## **3. Strategic Direction**

- Lead and facilitate the Board to oversee and advise the CEO and the Executive Team in their delivery of our strategy, so that Hackney CVS fulfils its purpose and objectives and achieves the maximum impact for its community, clients, and stakeholders.
- Bring strategic and planning expertise to the process of shaping or refreshing Hackney CVS' strategy.
- Ensure that the Charity's strategy is clearly established and kept under review, through maintaining effective communications with the Executive Team.

## **4. CEO Mentor & Critical Friend to Executive Team**

- Act as a support and sounding board for the CEO, advising on the strategic management of the Charity to ensure that the agreed strategy is delivered.
- Build a strong working relationship with the CEO, to maintain an overview of the Charity's affairs, to support as necessary on the management of sensitive, complex, or contentious issues and, where appropriate, challenge the CEO.
- Work with the Executive Team, being a critical friend to help them implement the Charity's strategy and objectives, while maintaining the boundary between operational decision making and the governance oversight of the Board.
- Conduct the annual appraisal for the CEO in line with Hackney CVS' appraisal process and in consultation with other Trustees. Ensure that any identified professional development needs are put in place.

## 5. External Relations

- Act as an ambassador for Hackney CVS through raising the profile of HCVS through your networks.
- Make connections and influence key external individuals and organisations to assist in the development of the Charity through access to funds and resources or influence.
- Sitting on appointment and disciplinary panels: The Chair represents the board on appointment and disciplinary panels, especially those for the Chief Executive Officer.

## 6. Equality, Diversity, and Inclusion

- The Chair will actively promote equality of access and opportunity in accordance with the Hackney CVS approach to Equality, Diversity, and Inclusion.
- The Chair will commit to ensuring that all work delivered by the Charity adheres to organisational approaches to delivering Equality, Diversity, and Inclusion.

## Person specification

Role and competencies	Essential
<b>Experience, Knowledge and Skills:</b>	
1. Considerable experience of leadership at a senior level in the corporate or charity sector.	x
2. A strong personal commitment to the vision, activities, and objectives of Hackney CVS.	x
3. A good understanding of how to support the management of high performing teams.	x
4. A deep knowledge, understanding and commitment to equity, diversity and inclusion and awareness of their own role in this.	x
5. Strong strategic, communication and planning skills with the ability to shape the ongoing work of the charity and ensure that its resources are deployed appropriately, with the ability to build a collective vision for the organisation.	x
6. Excellent mentor and team builder with chairing skills that include the ability to draw out a range of views, synthesise and reach decisions on an acceptable way forward.	x
7. A sound understanding of charity trusteeship responsibilities and the principles of good governance.	x
8. Financially competent to ensure effective scrutiny of finance at Board level to ensure that the charity is financially sustainable.	x

9. Outstanding interpersonal skills, capable of managing relations with a diverse range of stakeholders with skill.	x
10. A warm, collegiate, and diplomatic style, with the ability to take tough decisions when required.	x
11. Knowledge of or links with London Borough of Hackney and ideally the City of London	x
12. Good communication and interpersonal skills.	x
<b>General Requirements</b>	<b>Essential</b>
1. Commitment to operating in accordance with the values and policies of Hackney CVS.	x
2. Understanding of the legal duties, responsibilities, and liabilities of trusteeship.	x
3. Commitment to Hackney CVS' approach to Equality, Diversity, and Inclusion, including, but not limited to anti-racist practice.	x
4. Commitment to continued learning and development.	x

## Our EDI and Anti-racism commitments

### EDI

Hackney CVS is committed to EDI. We commit to diversifying our teams at all levels and creating structures and mechanisms that encourage a broad range of views at all levels of the organisation. We commit to supporting all staff to develop in their roles, and bridge inequities related to protected characteristics. We strive to ensure all our communication and engagement activities are accessible and inclusive and we commit to removing barriers which restrict access to equity-led VCS organisations.

### Commitment to being an Anti-racist organisation.

We are committed to being anti-racist. When we say we are anti-racist, we mean that we actively identify and oppose racism in all its forms. We will continually evaluate, review, and refine our operational practices. We will regularly create spaces, systems, and times to talk, share experiences, and learn from each other, and bring in expertise where our knowledge is lacking. Our goal is to use what we learn to collaborate constructively with our partners and stakeholders to change policies, behaviours, and beliefs that perpetuate racist ideas, actions, and structural racism.

## Recruitment Timetable\*

Activity	Date
Application deadline	4 <sup>th</sup> January 2024
Interviews	16 <sup>th</sup> January 2024
Induction	Feb - Mar 2024
Official Appointment	26 <sup>th</sup> March 2024

\*Please be advised it may be necessary to update the recruitment timetable, therefore these dates should be treated as indicative.