

JOB DESCRIPTION – CHAIR

Key Responsibilities

- To ensure that DADCA has a clear vision, mission & strategic direction and is focused on achieving these.
- To provide leadership to the board and to ensure that board members fulfil their duties and responsibilities for the proper governance of the charity.
- To assume responsibility for, and ensure policy compliance with, all matters pertaining to Complaints, Health and Safety and Risk Assessments.

Key Duties

- 1. To ensure the proper and efficient conduct of board meetings by:**
 - chairing meetings effectively, seeking consensus, balancing the need for debate with the efficient dispatch of business so as to reach clear and agreed decisions as swiftly as possible;
 - encouraging all directors to participate in meetings and to always feel free to challenge in a constructive manner;
 - taking an active role in ensuring that board agendas are meaningful and reflect the key responsibilities of trustees;
 - working with other office bearers to ensure that board is provided with relevant, timely and accurate information in order to allow the board to discharge its responsibilities.
 - ensuring that board decisions are made in the best long-term interests of the charity and that the board takes collective ownership of these decisions;
 - ensuring that decisions taken at meetings of the board are implemented.
- 2. To ensure the highest possible standards of governance by ensuring that:**
 - trustees always act reasonably, legally, in the interests of the charity and in compliance with the charity's code of conduct for trustees;
 - all members of the board receive appropriate induction, advice, information and training (both individual and collective);
 - the board has on it the skills it requires to govern the charity well and that the board has access to relevant external professional advice and expertise as required;
 - the board delegates sufficient authority to enable the business of the charity to be carried on effectively between meetings of the board;
 - the board of trustees regularly reviews its performance.
- 3. To guard the long-term future of the charity by ensuring that:**
 - the board sets the mission, vision & strategy for DADCA within the powers and restrictions in the Articles of Association;
 - DADCA satisfies all regulatory and legal compliance requirements and that the board takes steps to monitor the performance of the charity in this regard;
 - major risks to which DADCA is exposed are reviewed regularly and systems are established to remove or mitigate these risks without the charity becoming totally risk-averse;
 - DADCA's financial dealings are systematically accounted for, audited and publicly available;
 - internal controls and systems are audited and reviewed regularly;
 - the board and the charity are fair and open to all sections of the community in all the charity's activities;
 - the board hears the voices and views of individual members, affiliated organisations and other local government organisations, charities and businesses.