



Chairman - Role Description

General Information

The role of the Chairman is vital to the effectiveness of Debenham Village Hall & Playing Field Trust, hereinafter called the Organisation, and thus he/she should have a sound knowledge of organisational and executive procedures together with a good working knowledge of the necessary legislation relating to the running of a registered charity.

The viability of the Organisation and the views of staff, volunteers, users and Trustees should be his/her primary concerns. The Chairman must be fully committed to the aims, objectives and policies of the Organisation and its services and understand the organisation's priorities.

Chairman's duties

The Chairman will co-ordinate the activities of the Board and will delegate certain matters of business to other Trustees and Officers as deemed appropriate by him/her.

The Chairman has executive authority invested in him/her by the Board and is accountable to the members of the Organisation through the Board. He/she is expected to observe total confidentiality.

The Chairman is expected to attend and chair:

- Meetings of the Board
- The Annual General Meeting
- Sub-committee meetings as necessary (or appoint another person)

The Chairman is required to be familiar with his/her responsibilities to the Charity Commission under the Charities Act.

The Chairman is elected at the 1st Board Meeting following the Annual General Meeting and is expected to serve a term of 3 year(s) as detailed in the governing document. In common with all trustees, the Chairman is eligible for subsequent re-election.

Chairman's responsibilities

- 1) To liaise closely with the General Manager, the Vice-Chairman and Secretary in drawing up agendas for all meetings of the Board and sub-committee meetings as appropriate.
- 2) To plan with the General Manager, the Vice-Chairman and Secretary the annual cycle of business for meetings of the Board of Trustees
- 3) To conduct all the Organisation's business in strict compliance with the governing document and any relevant Standing Orders or Terms of Reference.
- 4) To ensure that appropriate information is available in order that decisions can be obtained in the best interests of the Organisation.
- 5) To involve fellow Officers and Trustees and encourage their full participation at Board meetings.
- 6) To provide guidance for fellow Officers and Trustees as appropriate and sum up matters accordingly in order that decisions are made both during and at the end of the meeting.
- 7) To ensure that the decisions of the Board are executed promptly.
- 8) To inform fellow Officers and Trustees of their collective and individual responsibilities under the Charities Act and other legislation including laws relating to health and safety, equal opportunities and employment.
- 9) To represent the Organisation as deemed appropriate by the Board.

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- 10) To establish advisory groups, sub-committees or working groups to address specific issues / tasks as deemed appropriate by the Board. To call upon specialist skills of his/her fellow Officers and Trustees in relation to those groups and to participate in such groups as appropriate
- 11) To ensure the effective line management and support of staff and volunteers.
- 12) To ensure that the Annual Reports and Accounts are produced at the end of each year for presentation to the Annual General Meeting and to ensure that they are forwarded to the Charity Commission within the appropriate time period.
- 13) To attend the organisation's events and activities as directed by the Board.
- 14) To be an official spokesperson for the Organisation along with the General Manager.
- 15) To participate in relevant training as appropriate.
- 16) Where applicable and with the help of other Officers and Trustees, to conduct the appraisal of the organisation's General Manager.
- 17) To revise this Role Description as necessary in consultation with the Board.

Date: 24th November, 2011