**General Information**

The role of the Chair is vital to the effectiveness of Survivors’ Network, and thus 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, service users and Trustees should be her primary concerns. The Chair must be fully committed to the aims, objectives and policies of the Organisation and its services and understand the organisation's priorities.

The Chair is a volunteer recruited as an officer and trustee of the Survivors’ Network board. All trustees are collectively responsible for the decisions and governance of Survivors’ Network. Trustees may not agree on every matter, however all trustees have a duty to actively participate in the decision-making process. The primary role of the Chair is to provide leadership to the Board of Trustees, review and appraise the Director, and ensure that Survivors’ Network is well governed financially, legally and in its safeguarding work.

**Chair’s duties**

The Chair has a legal obligation to act in accordance with charity and company law and in the best interests of Survivors’ Network. The Chair is accountable to the Board of Trustees and responsible for the leadership of the Board. She acts as an advocate, ambassador and promoter of Survivors’ Network and its work for adults, children and young people and is the main point of contact for the Board with the Director, establishing a close working relationship with the Director.

The Chair will co-ordinate the activities of the Management Committee and will delegate certain matters of business to other Trustees and Officers as deemed appropriate by her.

The Chair has executive authority invested in her by the Management Committee and is accountable to the members of the Organisation through the Management Committee]. She is expected to observe total confidentiality.

The Chair is expected to attend and chair:

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

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

**Chair’s responsibilities**

The main duties and responsibilities of Chair are to:

Provide leadership and management to the Board of Trustees to enable them to fulfil their responsibilities for the overall governance and strategic direction of Survivors’ Network.

Hold the Director to account in an appropriate manner for the effective management of the charity and delivery of Survivors’ Network’s strategic aims and objectives.

Support and appraise the performance of the Director.

To plan the annual cycle of business for meetings of the Management Committee, and to liaise with the Director to agree the agenda and supporting papers for Board meetings, ensuring that the business is covered efficiently and effectively in meetings.

Offer all those attending and voting at Board meetings an equal opportunity to speak on each item and encourage them to participate fully in the meeting.

To ensure that the decisions of the Management Committee are executed promptly.

Oversee nominations to the Survivors’ Network Board to ensure the Board contains relevant skills, while considering diversity, renewal and succession planning, in line with best practice.

Participate in any Board induction, training and evaluation identified as an individual trustee and as part of the Board.

Ensure that the performance of the Board, any Sub-Committees and individual Trustees are evaluated on an annual basis.

Promote effective relationships and communication between Trustees and the Survivors’ Network management team.

Ensure a comprehensive induction programme for new Trustees and updates for all Trustees as and when necessary.

Sign Board of Trustees minutes as being accurate records of the meetings.

To represent the Organisation as deemed appropriate by the Management Committee.

To establish advisory groups, sub-committees or working groups to address specific issues / tasks as deemed appropriate by the Management Committee. To call upon specialist skills of her fellow Officers and Trustees in relation to those groups and to participate in such groups as appropriate.

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.

To attend the organisation's events and activities as directed by the Management Committee.

To be an official spokeswoman for the Organisation along with the Director.

**Date: June 2019**