



Role and Attributes of the Chair

English Bridge Education & Development (EBED)

Job Description

- Objective
- The Chair will hold the Board and Executive Team to account for the Charity's mission and vision, providing inclusive leadership to the Board of Trustees, ensuring that each trustee fulfils their duties and responsibilities for the effective governance of the charity
 - The Chair will also support and, where appropriate, challenge the Chief Executive and ensure that the Board functions as a unit and works closely with the entire Executive of the charity to achieve agreed objectives

Principal responsibilities

- Strategic Leadership
- Provide leadership to the charity and its Board, ensuring that the Charity has maximum impact for its beneficiaries
 - Ensure that the Board operates within its charitable objectives, and provides a clear strategic direction for the Charity and encourage positive change where appropriate
- Governance
- Ensure that the governance arrangements are working in the most effective way for the Charity and work within any agreed policies adopted by the charity
 - Ensure that Trustees fulfil their duties and responsibilities for the effective governance of the Charity
 - Together with the Treasurer and the Trustees, ensure the sound financial health of the charity, with systems in place to ensure financial accountability
 - 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 that it also reflects the wider population
 - Ensure that the Board is able to 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
 - Liaise with the Charity Commission as appropriate
 - Address and resolve any conflicts of interest within the Board

External Relationships	<ul style="list-style-type: none"> • The main external ‘face’ of the charity is the CEO but the Chair will support the CEO as appropriate and be prepared to speak publicly on its behalf • Manage the relationship with the charity’s principal donor, the English Bridge Union (the “EBU”)
Efficiency and effectiveness	<ul style="list-style-type: none"> • 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 constructive relationships 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 the implementation of decisions taken at meetings
Relationship with the Chief Executive and the wider management team	<ul style="list-style-type: none"> • Establish and build a strong, effective and a constructive working relationship with the Chief Executive, ensuring s/he is held to account for the delivery of agreed strategic priorities • Support the Chief Executive, whilst respecting the boundaries which exist between the two roles and recognising the non-executive nature of the role • 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 • Act as main channel of communication between the board of Trustees and the Charity’s staff • 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
Other information	<ul style="list-style-type: none"> • In addition to chairing the main Board meetings, the Chair has the right to attend any sub-committees and advisory groups • The Trustees may appoint a Vice-Chair to act for the Chair when the Chair is not available and undertake assignments at the request of the Chair

Additional Information

Remuneration	<ul style="list-style-type: none"> • The role of Chair is not accompanied by any financial remuneration, although expenses may be claimed
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Time Commitment	<ul style="list-style-type: none"> • Minimum of four Board meetings per year (held in London, if taking place physically) • Quarterly Reviews with the CEO (held at Head Office, Aylesbury, if taking place physically) • Email, telephone and/or video-conferencing consultations with the CEO and Trustees on an <i>ad hoc</i> basis • Performing any additional duties as are reasonably commensurate with the role
Reporting to	<ul style="list-style-type: none"> • The Board of Trustees
Appointment	<ul style="list-style-type: none"> • The EBU may appoint up to five of the maximum of nine Trustees and shall appoint a Chair from the Trustees it has nominated. The EBU may rescind the nomination of any of the Trustees it has nominated at any time • Given the Charity works with children, the Chair agrees to EBED carrying out a Disclosure & Barring Check with the results being to EBED's satisfaction prior to confirmation of any appointment
Term of Office	<ul style="list-style-type: none"> • Any appointment will be for a period of three years (which may be extended by mutual consent)
Role as Trustee	<ul style="list-style-type: none"> • As a Trustee, the Chair must be capable of signing the Charity Commission's Trustee Eligibility Declaration¹ and not be automatically disqualified from appointment for any of the reasons set out in the Charity Commission rules²

Personal Qualities and Additional Specifications

Personal Qualities	<ul style="list-style-type: none"> • Demonstrate a strong and visible passion and commitment to the charity, its strategic objectives and cause • Possess the personal gravitas to lead a national organisation • Exhibit strong inter-personal and relationship building abilities • Be able to foster and promote a collaborative team environment • Demonstrate tact and diplomacy, with the ability to listen and engage effectively • Have strong networking capabilities that can be utilised for the benefit of the charity • Be able to commit time to conduct the role well, including travel and attending events out of office hours
Experience	<ul style="list-style-type: none"> • A successful track record of achievement and leadership through their working career (whether it be in a business, governmental, charitable or academic environment) • Experience of running senior teams and directing strategy

- Experience of chairing meetings
 - Knowledge of the bridge environment, ideally including teaching and administration
- Knowledge and skills
- Strong leadership skills, ability to motivate staff and volunteers and bring people together
 - An ability to think strategically
 - Financial management skills
 - Good communication and public-speaking skills
 - Sound organisational skills
 - An appreciation of the importance of good governance in a charitable environment

Notes

1 – The Charity Commission’s Trustee Eligibility Declaration can be found here:
<https://www.gov.uk/government/publications/confirmation-of-charity-trustee-eligibility>

2 – The Charity Commission’s Automatic Disqualification Rules can be found here:
<https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions#the-automatic-disqualification-rules>