

Boardmatch – Chairperson Role Spec Template

The Organisation:

[Short piece of information about the organisation]

The Role:

[Organisation name] are seeking a seeking to recruit a Chairperson for the board. The Chairperson's role is a focal one, both for internal and external purposes.

The responsibilities of the Chair are as follows:

- The Chairperson has a strategic role to play by communicating effectively the vision and purpose of the organisation, to ensure the Board functions well, that there is full participation at meetings.
- To plan and Chair meetings in accordance with the governing document
- To liaise with CEO and to keep up to date on the affairs of the organisation
- To bring impartiality and objectivity to meetings and decision making
- To ensure that decisions made at meetings are implemented
- To be aware of current issues that might affect the organisation
- To advocate for and represent the organisation at external meetings and events if required

Optional:

Qualities and skills required

- Good leadership skills
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences
- Ability to ensure decisions are taken and followed-up
- Good time-keeping
- Tact and diplomacy
- Understanding of the roles/responsibilities of a governing body
- Background in Legal/HR etc

Board Meetings:

There will be [number] board meetings and [number] sub-committee meetings a year. Meetings are held in [venue, area].