



35 Exchequer Street, Dublin 2

www.boardmatch.ie

Chairperson Role Spec Template

The Organisation:

[Include some information about the organisation here]

General Trustee duties of a Charity Trustee

- Comply with the Charity's governing document
- Ensuring charity is complying with its charitable purpose for the public benefit
- Acting in the best interest of the charity
- Act with Reasonable Care and Skill
- Manage the assets of your charity

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

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 timekeeping
- Tact and diplomacy
- Understanding of the roles/responsibilities of a governing body
- Background in [Inset preferred skill example Legal, HR etc]

Board Meetings:

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

Registered Charity: RCN20058968

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