



OSCAR network

enriching children's play

Job description Chairperson

1. Role

To provide leadership of the Board/ Trust in accordance with the Constitution deed

2. Desired skills and attributes

- Leadership skills
- Understanding of and commitment to the organisation's vision and mission
- Ability to manage and supervise other professionals
- Experience in governance of a not-for-profit organisation
- Ability to gift approximately 2-5 hours a week to the performance of the role
- Effective communication skills

3. Outcomes

This position reports to the membership

4. Responsibilities

1. Provide leadership to the Board / Trust members;
2. Ensure appropriate governance oversight of the strategic development, management and practices;
3. Ensure the Board activities and decisions are consistent with the vision and the constitution;
4. Ensure cohesion of the Board so it speaks externally with one voice;
5. Liaise with and support the Management in decisions and actions that are in accordance with the Board instructions and the policies;
6. Conduct appropriate and timely performance appraisals of the Management after consultation with Board members;
7. Chair meetings of the Board in an effective manner;
8. Participate in programme activities and events;

9. Represent the programme on external committees or delegate responsibility for such representation;
10. Be an ex-officio member of all the committees, sub-committees and working parties;
11. Ensure all Board members are regularly reviewed on their performance using measurable criteria and members are held accountable for their performance;
12. Ensure the Board members are fully briefed on matters relevant to their position to enable the Board to fulfill its roles and responsibilities effectively;
13. Ensure an effective orientation is conducted for all Board members and any new Chairperson
14. Conduct an annual Board self-evaluation process;
15. Ensure a succession and training plan is developed and implemented for all Board members and the Management
16. Act as Chairperson of the Executive committee; and
17. All of the responsibilities of a Board member

5. Executive Limits

1. Urgent decisions may be made by the Executive committee when there is not sufficient time to consult with the Board as a whole. Any decision must be made within the guidelines issued by the Board and will be reported immediately to the Board.
2. As delegated by the Board.
3. To operate within the Constitution
4. To operate within the financial guidelines
5. To operate within the framework and stated policies

6. Term of Office

The term of office for the Chairperson is a period of one year.

7. Performance Evaluation

The performance of a Chairperson is evaluated annually by the Board. Performance is measured on the achievement of roles stipulated in this job description.