

REACHOUT WITH ARTS IN MIND

JOB DESCRIPTION

CHAIRPERSON

**Grade: Director**

**Hours: N/A**

**Location:** Reachout With Arts In Mind, Unit 27 & 28, Lime Tree House  
Alloa FK10 1EX

**Report to:** N/A

**Accountable To:** Board of Directors

**Main Duties and Responsibilities**

All charity trustees have a legal requirement and responsibility under the Charities and Trustee Investment (Scotland) Act 2005 to follow the general and specific duties detailed in the Act.

The general duties are –

- You must act in the interests of the charity
- You must ensure the organisation operates in a manner consistent with the charity's purpose
- You must act with care and diligence
- You must manage any conflict of interest between the charity and any person or organisation who appoints charity trustees

The specific duties are –

- Charity details must be kept up to date on the Scottish Charity Register
- OSCR must be kept informed of all changes relating to the charity
- Financial records and reporting must be submitted each year
- Taking control of how the charity raises funds
- Information about the charity must be made public

In order to ensure the due diligence of the organisation, the role of Chairman is a strategic one, where the Chair is able to represent the vision and purpose of the organisation, while setting a standard of governance and financial control. The Chair plays an important part in determining the effectiveness of the Board, and the success of the organisation in achieving its goals.

## **(1) General**

- To lead the board and organisation in achieving its vision, mission and values
- To develop direction, strategy and planning for the Board and staff
- To facilitate an effective relationship between the board, staff and volunteers, and resolve any conflict where necessary
- To represent the organisation when required, and to communicate the vision and purpose of the organisation
- To ensure the organisation is run properly, responsibly and lawfully, following relevant legislation where necessary, and establishing policies and procedures where appropriate
- To ensure the charity is following the constitution and other governing documents, and that all directors and staff are aware of the legal requirements of the organisation
- Understanding any potential risks to the organisation, and planning appropriate counter-measures. These might be risks to the organisation's assets, reputation, members or staff
- Resolve any potential conflicts of interest that may arise

## **(2) Management**

- To plan the AGM meeting with the Executive Artistic Director, in accordance with the Memo & Arts
- To facilitate and chair the quarterly BoD meetings and annual AGM meeting in an efficient and orderly manner
- To ensure effective and democratic decision making, and that all actions are minuted and assigned accordingly
- Provide appropriate support and supervision for the staff in general, and the Executive Artistic Director specifically
- To oversee the performance of the staff and conduct an annual job chat with Executive Artistic Director. Ensure the Executive Artistic Director conducts or delegates annual job chats to be completed. Ensuring annual employment contracts are issued.
- To ensure provision of a duty of care to staff and volunteers
- To facilitate, oversee, conduct or delegate to the Executive Artistic Director the recruitment process of new staff
- To facilitate, oversee, conduct or delegate to the Executive Artistic Director redundancies and capability management processes if necessary
- To facilitate, oversee, conduct or delegate change where necessary, while ensuring an adequate level of governance and financial control over the organisation
- To keep abreast of new legislation that may be relevant to the organisation

- Ensure appropriate levels, clear and transparent communication, both internally and externally
- Review financial performance and budget on a regular basis, ensuring adequate financial controls are in place
- Ensure all obligations to regulators are met eg. OSCR, Companies House, HMRC
- Sign off on prepared annual accounts
- Agree the implementation of a Board induction document, and training requirements for all staff

#### **Qualities**

- A willingness to lead the organisation
- An ability to make and take decisions in a timely manner where required
- An ability to delegate where necessary
- Display tact, diplomacy and powers of persuasion
- Good communication and interpersonal skills
- Integrity and confidentiality
- Good team player

#### **Other Advantageous Qualities**

- A knowledge of the third sector and its legal requirements
- An understanding of mental ill health and disability and the impact it can have on individuals and community

#### **PLEASE NOTE:**

The above list of duties and responsibilities is not exhaustive and a range of additional tasks may be required on an ad hoc basis.

The role of Vice Chairperson is to support and work closely alongside the Chair, assisting with the business as usual workload or any specific projects, and be able to step in to the role of Chair, should the Chair be unable to attend a meeting or fulfill his/her responsibilities. The Vice Chair should also provide an alternative perspective to support the Chair with the leadership responsibilities of the Board.