

# TRUSTEE BOARD CHAIR

## ROLE DESCRIPTION & PERSON SPECIFICATION

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### **General Trustee Duties and Responsibilities**

Ensure that the Society uses its resources to pursue its objects: *to advance the education of the public in general (and particularly amongst scientists) on the subject of soil science and to promote research and professional standards of practice for the public benefit in all aspects of that subject and to publish useful results.*

Ensure that the Society complies with its governing document, charity law, company law and any other relevant legislation or regulations.

Give firm strategic direction to the Society, setting overall policy, defining goals and setting targets, and evaluating performance against agreed targets.

Safeguard the good name and values of the Society, and ensure effective and efficient administration and governance.

Ensure the financial stability of the Institute, protecting and managing property and assets, and ensuring proper investment of the charity's funds.

Appoint the Executive Officer and monitor his/her performance.

Declare any conflicts of interest prior to discussion of any relevant matter.

Use specific skills, knowledge and experience to help the Board of Trustees reach sound decisions.

Attendance at 2 Trustee meetings per annum.

To provide advice to Trustee Committees.

It is anticipated that approximately 20 days per year will be required.

### **Chair Responsibilities**

Leading the trustees and members of the senior management team in the development of strategic plans for the charity.

Providing leadership and support to the Executive Officer and ensuring that the charity is run in accordance with the decisions of the trustees, the charity's governing document, and appropriate legislation.

Liaising with the charity secretary, and Executive Officer with the drafting of agendas and supporting papers for trustee meetings and Annual General Meetings and ensuring that the business is covered efficiently and effectively in those meetings.<sup>7</sup>

Undertaking a leadership role in ensuring that the board of trustees fulfils its responsibilities for the governance of the charity.

Leading on, with the assistance of the charity secretary and Executive Officer where appropriate, the development and implementation of procedures for board induction, development, training, and appraisal.

Implementing an effective communication strategy that includes the needs of staff,

beneficiaries and other stakeholders.

Leading disciplinary and appointment committees in line with the charity's agreed procedures.

Representing the charity at functions, meetings and in the press and broadcasting media, in line with the charity's agreed media strategy.

Maintaining the trustees' commitment to board renewal and succession management, inline with the charity's governing document and/or current best practice.

### **Trustee Person Specification**

Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.

Commitment to the organisation and its objectives.

Willingness to devote the necessary time and effort to fulfil their duties as a Trustee.

Strategic vision.

Good, independent judgement and able to think creatively.

Willingness to speak their mind and able to work as a member of a team.

Willing and able to apply Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.