



## Chair of Trustees – Role Description

The Chair leads the board ensuring that it governs the charity effectively in service of the charity's vision and mission. The Chair also leads the senior management team of two directors, providing guidance, oversight and performance management, and undertakes certain business management activities as necessary. The Chair leads in an inclusive way, supporting the board to work together well and to provide support and challenge to the senior management team. The Chair is also an ambassador for the charity.

### Chair role

- Provide strategic leadership to the charity and the Board, ensuring that Dystonia UK achieves its mission.
- Work in partnership with the board and senior management team to achieve our mission.
- Lead the board in ensuring that it fulfils its responsibilities for the governance of the organisation.
- Undertake line management of the Director of Fundraising & Communications and Director of Operations & Development (who jointly take lead management responsibility on a day to day basis). *See Note 1.*
- Plan and chair the board meetings and general meetings, with others as appropriate.
- Develop relationships with key stakeholders including members and other people living with dystonia, medical advisers, corporate partners, and other charities in related areas of work.
- Act as a spokesperson and figurehead for the charity.
- Undertake certain business management activities as required in order to ensure effective management of the organisation. *See Note 2.*

**Note 1:** Line management activities involve 1-1 and joint meetings with directors to discuss planning and performance issues (both individual and team related - these are normally done online) and annual performance appraisals (these are preferably done in person and involve either the trustee leading on HR matters, vice chair or another trustee).

**Note 2:** Business management activities primarily involve payroll, HR, legal and banking matters. These activities are partly undertaken to ensure confidentiality in relation to the directors. The extent of these activities depends on both personal commitment and the capacity of these to be shared with other trustees.

## **Skills, qualities and experience**

- Experience of being a trustee or holding a senior management role.
- A keen sense of strategic purpose.
- An inclusive leadership style, able to inspire and support everyone to participate on an equal footing.
- The ability to listen and engage effectively. Comfortable with challenge and debate and able to encourage that in others whilst fostering a collaborative board environment.
- Willingness to advocate for and champion Dystonia UK's work through personal networks, social media, and other channels.
- Being responsive - as a small charity, things sometimes 'come up' that require the Chair to advise, support or authorise. It is very helpful to have a Chair who is available and responsive.

In addition to the above, the Chair will have the responsibilities and qualities of all trustees as set out in the Trustee Role Description (attached).

# Trustee - Role Description

Our trustees play a vital role in making sure that Dystonia UK achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that Dystonia UK has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the executive team to enable us to grow and thrive, and through this, achieve our mission.

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals, except when undertaking specific delegated activities on a voluntary basis.

The board aims to have a mix of people with experience of living with dystonia as well as people with other life experiences. As far as possible, arrangements will be made to allow people with disabilities to participate fully in board activities.

## **Duties:**

- Support and provide advice on Dystonia UK's purpose, vision, goals and activities.
- Approve operational strategies and policies and monitor and evaluate their implementation.
- Oversee financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve Dystonia UK's financial statements.
- Provide support and challenge to the management team in the exercise of their delegated authority and activities.
- Keep abreast of changes in our operating environment.
- Attend Board meetings, adequately prepared to contribute to discussions. Contribute to regular reviews of governance.
- Use independent judgment, acting legally and in good faith to promote and protect Dystonia UK's interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of Dystonia UK's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

As a small charity, there will be times when the trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

Some trustees undertake specific activities for Dystonia UK on a regular basis as an extended part of their voluntary role.

### **Personal skills and qualities**

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equality, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Ability to use digital technology in order to participate in trustee activities online.
- Specific skills, qualifications or experience may be required for certain board roles including as Chair or Treasurer

### **Terms of office**

- Trustees are appointed for a 3 year term of office, renewal for 2 further terms to a maximum of 9 years.
- This is a voluntary position, but reasonable expenses are reimbursed.

### **Time commitment**

- Attending 4-5 Board meetings annually. Currently meetings are held on a Zoom, but at least one meeting a year in person is desirable.
- Attending an annual strategy day, ideally in person.
- Undertaking training necessary to fulfil the role.
- Attending activities organised by Dystonia UK if possible.

### **Working group membership**

Ad hoc and occasional support through working groups and/or support to the executive team.