



# Chair of the board

## Role Description

### **Mission Statement**

The Chair of the board is ultimately responsible for leading the SMILE Through Sport CIC board of directors. This individual must be suitable for the role and held to account by the other directors.

### **Aims of the Policy Statement**

- To create a role description for the chair of the board.
- To improve the organisational efficiency of SMILE Through Sport CIC.

### **Chair of the board role description Statement**

The primary focus of the Chair of the board is to represent the vision of the organisation and ensure the board of directors can function properly. They enforce the directors code of conduct and ensures the governance of the organisation is effective and fit for purpose.

In order to do this the Chair of the board is required -

- To plan and run meetings in accordance to the governing document.
- To ensure matters are dealt with in an orderly, efficient manner.
- To bring impartiality and objectivity to meetings and decision-making.
- To facilitate change and address conflict within the board.
- To review governance performance and skills.
- To plan for recruitment and renewal of the board.
- To liaise with the Managing director, as appropriate, to keep an overview of the organisation's affairs.
- To co-ordinate the board to ensure responsibilities for aspects of management (e.g. personnel matters, financial control etc) are met and specialist expertise is employed as required.
- To facilitate change and address conflict within the organisation, liaising with the Managing director to achieve this.
- To sit on appointment and final appeal grievance panels, as appropriate.
- To communicate effectively the vision and purpose of the organisation.
- To advocate for and represent the organisation at external meetings and events.
- To be aware of current issues that might affect the organisation.

The skills and qualities required to do this include –

- 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 time-keeping.
- Tact and diplomacy.
- Understanding of the roles/responsibilities within the organisation.
- Knowledge of the operating environment for charitable organisations in England.