** Chair Person Description**

**Chair**

**Remuneration**: There is no financial remuneration for this role but travel expenses may be claimed

**Location**: Meetings are held in Cardiff

**Time commitment**: Willingness to dedicate up to 2-3 days per month, which comprises of 4 Board meetings per year; the AGM, membership of sub-committees or project groups as required; annual strategic planning day with Board and team; and support to Artistic Director/ Chief Executive and team via meetings, phone calls and emails.

**Chair responsibilities:**

**Leading the Board**

* Convene and Chair Board meetings, enabling contributions from all Trustees, and that sound decisions are made and recorded.

**Governance and finance:**

* Ensure sound governance of the organisation, and compliance with Charity Commission and Companies House regulations.
* Ensuring the organisation complies with its Articles of Association and all applicable legislation and regulations.
* Ensuring the organisation pursues its objects as defined in Articles of Association and applies its resources exclusively in pursuance of those objects.
* Ensuring the financial stability of the organisation, and that proper accounting records are kept.
* Ensuring the effective and efficient administration of the organisation.
* Approving the business plan strategy and monitoring progress against it.
* Determining/approving the annual budget and monitoring progress against it.
* Supporting the board to approve the annual report and accounts.
* Protecting and managing the property of the organisation.
* Approving the organisation’s policies, and ensuring these reflect current practice.

**Fundraising and communications:**

* Acting as a spokesperson and figurehead as appropriate.
* Safeguarding the reputation of the organisation.
* Supporting the organisation in the delivery of its fundraising plan.

**Staff and trustees:**

* Ensuring an effective relationship between:
	+ the Board and the staff/volunteers
	+ the Board and the external stakeholders/community
* Supporting the Artistic Director/ Chief Executive and undertaking an annual appraisal.
* Providing leadership for the board, including monitoring and appraisal of trustee performance
* Overseeing the employment responsibilities of the organisation.

**Personal Duties:**

* Leading Board meetings.
* Taking an active part in Board meetings and deliberations.
* Sitting on other sub-committees and/or advisory groups as required.
* Exercising due care and attention and using reasonable skill in dealing with the organisation’s affairs.
* Using own skills, knowledge and experience to help the Board reach sound decisions.

The above list is indicative only and not exhaustive.

**Qualities required:**

* A clear passion for our work, and alignment with our values.
* An understanding of and passion for the arts.
* Strategic and forward looking vision in relation to the charity’s objects and aims.
* Experience of supporting a senior leadership team, and ensuring good governance.
* Possesses tact, diplomacy and powers of persuasion.
* Has the relevant skills to chair a meeting effectively.
* Experience of business planning and financial management.
* Good, independent judgement.
* An ability to think creatively.
* Experience of fundraising.
* An understanding and acceptance of legal duties and responsibilities of trusteeship.
* An ability to work effectively as a member of a team while contributing independent perspective.

**Eligibility**

Some people are disqualified by law from acting as a trustee including anyone who:

* Has an unspent conviction for an offence involving deception or dishonesty
* Is an undischarged bankrupt
* Has been removed from trusteeship of a charity by the Courts of the Charity Commission for misconduct or mismanagement
* Has been disqualified from being a company director under the Company Directors Disqualification Act 1986.