



Herts Inclusive Sports Initiative

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 leads in an inclusive way, supporting the board to work together well, and providing support and challenge to the Chief Executive. The Chair is also an ambassador for the charity.

Chair role

- Provide strategic leadership to the charity and the Board, ensuring that Herts Inclusive Sports Initiative achieves its mission.
- Lead the board in ensuring that it fulfils its responsibilities for the governance of the charity.
- Plan and chair the Trustee Board Meetings
- Act as a spokesperson and figurehead for Herts Inclusive Sports Initiative.

What we are looking for

Essential

- Experience of being a trustee.
- An interest in Disability Sport in Hertfordshire
- 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. You are comfortable with challenge and debate and are able to encourage that in others whilst fostering a collaborative board environment.
- Advocate - be able and willing to champion Herts Inclusive Sports Initiative's work through personal networks, social media, and other channels.
- A strong personal commitment to equity, diversity and inclusion.
- Be responsive

In addition to the above, the Chair will have the responsibilities and qualities of all trustees:

Responsibilities of all trustees

- Read and review applications and decide if the application is eligible for a financial award (Grant or Bursary).
- Support and provide advice on Herts Inclusive Sports Initiative's purpose, vision, goals and activities.
- Approve operational strategies and policies and monitor and evaluate their implementation.
- Oversee Herts Inclusive Sports Initiative's 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 Herts Inclusive Sports Initiative's financial statements.
- Contribute to regular reviews of Herts Inclusive Sports Initiative's own governance.
- Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect Herts Inclusive Sports Initiative's interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of Herts Inclusive Sports Initiative's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

Essential qualities and attributes of all trustees

- 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 equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values Herts Inclusive Sports Initiative
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

Terms of appointment

Terms of office

- Trustees are appointed for a 4 year term of office, renewal for further terms is possible
- This is a voluntary position.

Time commitment (Estimated at one day per month)

- Attending 3 Board meetings annually. Currently meetings are held in person, however attending remotely is an option.
- Attending an annual half day strategy session.