



## CHAIR OF TRUSTEES ROLE DESCRIPTION

In addition to details outlined in the Trustee Role Description:

The Chair, as well as helping to plan and chair trustee meetings, may be the link between trustees and volunteers, and represent the charity at appropriate events.

**N.B.** The charity does not employ any staff and relies on trustees and other volunteers to carry out executive responsibilities.

### Responsibilities

1. To act as a figurehead of the organisation and to set its strategic direction.
2. To represent the organisation publicly and speaking on its behalf.
3. To take an overview of the organisation and its work.
4. To ensure compliance with the governing document and policies.
5. To authorise action to be taken between meetings of the full Trustee Board, and to ensure details of actions taken are reported for retrospective approval, if necessary.
6. To ensure the effective working of the Trustee Board.
7. To lead and manage Trustee Board and general meetings.
8. With the secretary, to prepare the agenda for meetings and disseminate necessary advance information.
9. To act as a channel of communication between the trustees and volunteers.
10. To sign legal documents.
11. To support and encourage new volunteers and trustees into the organisation to ensure its sustainability.
12. To act as a signatory on cheques, applications for funds, etc.
13. To ensure that appropriate Safeguarding policies and procedures in place; that trustees undertake appropriate training; and that any incidents of concern are properly investigated.
14. Together with others, to ensure appropriate communication with beneficiaries of the charity in Uganda, including the development of the relationship between the two organisations and an understanding of local knowledge and expertise available.
15. To ensure a suitable succession planning process is in place to ensure the sustainability of the charity.