InterAct Improving lives and communities through learning, leisure, sharing and support

ROLE DESCRIPTION
Trustee Chair

The Board of Trustees are jointly responsible for the overall governance and strategic direction of InterAct (Chelmsford) Ltd, ensuring it is solvent, well-run and delivers the outcomes for which it was established.

The Chair is responsible for the effective leadership and governance of the board, overseeing the strategic direction of InterAct via the delegated authority to the Executive whilst being an advocate for the charity.

Principles

- All prospective trustees must be willing to accept the legal duties, responsibilities and liabilities of a director and a trustee as set out by the Charity Commission.
- Trustees have and must accept ultimate responsibility for directing InterAct's affairs.
- Trustees should focus on the charity's strategic direction and avoid becoming involved in day-to-day operational decisions and matters. Where trustees do need to become involved in operational matters, they should separate their strategic and operational roles.
- All Trustees are also asked to embrace Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Background

Founded in 1995, InterAct delivers recreational, social and skills development activities to children and young people living with SEND aged 8-25 across Mid and North Essex. These programmes are delivered in a range of clubs in various locations, operating from community venues as well as after-school clubs at specific special schools. In addition to these clubs, InterAct arranges school holiday activity days with organised trips to a wide range of locations across East Anglia, London and the South East.

Role summary

The key activities of the Chair's role along with the board of trustees are to oversee InterAct's strategy and financial sustainability; ensure the good governance of the charity; lead the Board of Trustees, ensuring it consists of a diverse range of people with the appropriate skills and experience required; advocate for InterAct where required and provide support and challenge to the CEO and Management Team.

The Board meets quarterly, with additional working groups meeting when required consisting of Board members with appropriate skills and experience.

MAIN RESPONSIBILITIES

As well as the responsibilities expected of all trustees, detailed in the generic trustee role description, the following is expected of the Chair:

Governance

- Chair effective meetings as appropriate
- Ensure transparent and open recruitment and management processes for staff and volunteers
- Ensure the Trustees have the skills and access to training required to govern
- Ensure the Trustees bring relevant skills and experiences beneficial to the charity
- Ensure the charity satisfies all regulatory and legal compliance requirements
- Ensure the risks to which the charity is exposed are reviewed regularly and systems are established to mitigate these risks without becoming risk-averse
- Ensure that InterAct is fair and open to all sections of the community in all activities
- Ensure the InterAct has a governance structure that is appropriate for it stage of development, its charitable objects and that those structures are reviewed regularly

Leadership

- Maintain InterAct's culture and working environment that is welcoming, inspiring and flexible
- Support the implementation of the charity's mission, vision, strategy and high-level policies, ensuring that it achieves its objectives
- Ensure InterAct hears stakeholders' views, championing diversity and inclusion through the process
- Endeavour to keep up to date with youth provision and associated needs across Essex
- Challenge constructively, review performance and support the development of senior staff

Advocacy

- Safeguard the reputation of InterAct
- Promote opportunities for board members, staff and stakeholders to meet
- Encourage effective board representation and visibility at events and opportunities across Essex

PERSON SPECIFICATION

Essential criteria

- A passion or interest in supporting the development of children and young people
- A commitment to the InterAct's vision, values and mission.
- Willingness to commit the time required to prepare for and attend board and sub meetings, to read papers and communicate via email/WhatsApp
- Ability to work as part of a team
- A keen sense of strategic purpose
- An inclusive leadership style: able to inspire and support people to participate on an equal footing

Desirable criteria

- Leadership experience in a not-for-profit organisation
- Record of proven achievement in your own field
- Ability to operate at a strategic level
- Knowledge and understanding of the charity sector
- Knowledge of Essex, it's communities and ideally, it's services for children and young people
- Good communication skills and ability to engaging with the public and partners
- Experience in coaching and mentoring people to achieve their best
- Experience in developing successful partnerships
- Working knowledge of charity, employment and/or health and safety legislation

GENERAL INFORMATION

Salary None, agreed expenses can be provided

Hours

- Attendance of 4 board meetings annually (usually held Thursdays 17:00-1830hrs) ad hoc meeting if required.
- Attendance at SMT meeting quarterly
- Attendance at performance review with CEO quarterly
- Attendance at sub-committees as needed (not required for all sub-committees) between 4-6 per year.
- Time to read board papers
- Participate in occasional online or telephone conversations and stakeholder events.
- Extra time needed liaising with the relevant people to ensure we are compliant (approximately is 3-5 hours per month)

Location

- Preference for trustees based in Essex, meetings take place at The Board Room, Old Park Farm, Ford End, Chelmsford, CM3 1LN

Notice Period

- 3 months (but only if at least 2 trustees remain in office when the notice of resignation is to take effect)