



## WAND UK 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 Director. The Chair is also an ambassador for the charity.

### Chair role

- Provide strategic leadership to the charity and the Board, ensuring that WAND UK achieves its mission.
- Work in partnership with the Director and team to achieve our mission.
- Lead the board in ensuring that it fulfils its responsibilities for the governance of the organisation.
- Optimise the relationship between the board and WAND's staff and volunteers.
- Plan and chair the board meetings and the AGM, with others as appropriate.
- Act as a spokesperson for WAND UK

### *What we are looking for*

#### Essential

- Experience of being a trustee. [You do not need to have been a Chair before. *Note: you may of course require prior Chair experience, but it will narrow the pool of potential candidates*]
- 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 WAND UK's work through personal networks, social media, and other channels.
- A strong personal commitment to equity, diversity and inclusion.
- Be responsive [As a small charity, things sometimes 'come up' that require the Chair to advise, support or give consent to. It is very helpful to have a Chair who is available and responsive.]

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

#### Responsibilities of all trustees

- Support and provide advice on WAND UK's purpose, vision, goals and activities.
- Approve operational strategies and policies and monitor and evaluate their implementation.

- Oversee WAND UK'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 WAND UK's financial statements.
- Provide support and challenge to WAND UK's Director in the exercise of their delegated authority and affairs.
- Keep abreast of changes in WAND UK's operating environment.
- Contribute to regular reviews of WAND UK'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 WAND UK's interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of WAND UK'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.

### ***Terms of appointment***

#### **Terms of office**

- Trustees are appointed for a 3-year term of office.
- After the 3 years of service a trustee needs to stand down and be re-elected by the Board if they would like to continue.
- This is a voluntary position, but reasonable expenses will be reimbursed.

#### **Time Commitment** (Estimated at 1-2 hours maximum per month)

- Attending four Board meetings annually. Currently meetings are held remotely and in person at WAND UK's office located at St Charles centre for health and wellbeing, Exmoor Street W10 6DZ.
- Monthly scheduled meeting with the Director with flexibility to respond swiftly to the occasional ad hoc issue.
- Attending an annual half day strategy session.

#### **Person specification:**

- Experience of chairing boards or committees and knowledge of good governance.
- Experience of working in the charity sector is highly desirable.
- We welcome applicants who are under-represented within the charity sector and want to build a team with a diverse range of perspectives, backgrounds and skills.
- Preferably a person with lived experience.