



## Chair of South Mitcham Community Association (SMCA)

**Remuneration**            The role of Chair is not accompanied by any financial remuneration, although expenses for travel may be claimed.

**Location:**                            Meetings will be held in the South Mitcham Community Centre

**Time commitment:**            12 Board meetings per year (***Currently monthly, but to be reviewed***) +1 x AGM.

**Skills/Knowledge:**            We are currently looking for individuals with leadership, decision making skills, governance, and an understanding of the voluntary sector

### Duties

To be a Chair of an organisation is an exciting and fulfilling role. The most effective Boards are ones which benefit from individuals from a diverse range of backgrounds, experiences, and skill sets.

SMCA exists to promote voluntary and community action as a means of improving the quality of life for people in London Borough of Merton (LBM).

In addition to the general responsibilities duties of the chair include the following.

- Providing leadership to the organisation and the board by ensuring that everyone remains focused on the delivery of the organisation's charitable purposes to provide greater public benefit
- Chairing and facilitating board meetings ensuring:
  - A balance is struck between time-keeping and space for discussions.
  - Business is dealt with and decisions made
  - Decisions, actions, and deliberations are adequately minuted.
  - The implementation of decisions is clearly assigned and monitored.
- Getting all directors involved in the Board's work
- Ensuring an effective relationship between:
  - The Board and staff/volunteers
  - The Board and the external stakeholders/community
- Checking that decisions taken at meetings are implemented
- Representing the organisation at functions and meetings, and acting as a spokesperson as appropriate
- Planning the annual cycle of board meetings and other general meetings where required, for example annual general meeting
- Setting agendas for board and other general meetings
- Developing the board of trustees including induction, training, appraisal and succession planning
- Addressing conflict within the board and within the organisation

### **The statutory duties of a Chair are:**

- To ensure the organisation complies with its governing document – constitution and articles of association.
- To ensure that the organisation pursues its objectives as defined in its governing document.
- To ensure the organisation applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation
- To ensure the effective and efficient administration of the organisation.

The Chair will need to meet the person specification for any trustee but of particular importance underpinning the Chair's role will be the following qualities

- Ensuring that the organisation has a clear vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of the organisation and for its “corporate” behaviour; ensuring that the organisation complies with all legal and regulatory requirements.
- Acting as guardian of the organisation’s assets, both tangible and intangible, taking all due care over their security, deployment, and proper application.
- Ensuring that the organisation’s governance is of the highest possible standard.

### **Person specification**

In addition to the person specification for a trustee, the chair should have the following qualities.

- Leadership skills
- Tact and diplomacy
- Good communication and interpersonal skills
- Impartiality, fairness, and the ability to respect confidences
- Demonstrates the highest standards of integrity, probity, and corporate governance
- Possesses relevant knowledge
- Has the relevant skills to plan and conduct board meetings effectively
- Takes responsibility for the Board’s composition and development.

It would also be desirable but not essential for the chair/vice-chair to have knowledge of the type of work undertaken by the organisation and a wider involvement with the voluntary sector and other networks.

Please send your cv and covering letter to the Centre Manager [brenda@smca.co.uk](mailto:brenda@smca.co.uk).