ASCEL Leading Excellence in Library Services for Children, Young People and Schools

ROLE DESCRIPTION FOR THE CHAIR

Chair of ASCEL

In addition to the general responsibilities of a trustee, 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 in order to provide greater public benefit
- Chairing and facilitating board meetings
- Giving direction to board policy-making
- Checking that decisions taken at meetings are implemented
- Representing the organisation at functions and meetings, and acting as a spokesperson as appropriate
- Bringing impartiality and objectivity to decision-making

With the chief executive:

- 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, and liaising with the chief executive (if staff are employed) to achieve this

Where staff are employed:

- Liaising with the chief executive to keep an overview of the organisation's affairs and to provide support as appropriate
- Leading the process of supporting and appraising the performance of the chief executive
- Sitting on appointment and disciplinary panels
- The vice-chair acts for the chair when the chair is not available and undertakes assignments at the request of the chair

Person specification

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

- Leadership skills
- Experience of committee work
- Tact and diplomacy
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences.

In most circumstances, it would also be desirable 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.