

# Winchester Bereavement Support

## Role Description - Chair

### Role Summary

The role of the Chair is to provide leadership and direction to the WBS committee. The Chair's aim is to enable the committee to fulfil its responsibilities in the running of the Charity including the requirements of the Charity Commission.

The Chair will ensure that WBS complies with charity law and any other relevant legislation and with its constitution, mission statement and other obligations as defined in the WBS Handbook.

The Chair is also required to act as a Trustee of the Charity and as Safeguarding Lead .

In addition to the general responsibilities of a Trustee, details of which can be found on the internet, the Chair has a number of tasks specific to their role.

### 1. Main Responsibilities of the Chair

- To provide leadership and ensure good management of the charity's volunteers, finances and activities.
- To chair committee meetings and ensure all matters on the agenda are satisfactorily dealt with; to ensure all opinions sought and listened to and to ensure effective decisions are made and carried out.
- To delegate responsibilities to the committee.
- To identify and manage the process for renewal of the Committee through recruitment of new members, when required.
- To liaise with the Treasurer to ensure the financial viability of the Charity by maintaining a clear grasp of the charity's financial position and ensuring financial transparency and information disclosure to the committee.
- To act as Safeguarding Lead to implement good practice in relation to the safety of the visitors and clients.
- To represent the organisation at appropriate events, meetings and functions or delegate a suitable deputy if unavailable.
- To act as a spokesperson for WBS where appropriate.
- To maintain careful oversight of any risk to reputation and/or financial standing of the organisation.
- To ensure a clear understanding of the aims of the charity and encourage discussion on the importance of both stability and ambition.

### 2. Qualities of a Chair

- Commitment to WBS.
- Leadership ability.
- Integrity and good/independent judgement.
- A willingness to devote the necessary time and effort to their duties as Chair and Trustee.
- Ability to take decisions for the good of the organisation.
- Good communication skills.

- Tact and diplomacy.
- Willingness to speak one's mind and listen to the views of others.
- An ability to work effectively as a member of a team.
- Understanding of the legal responsibilities and liabilities of a trustee (see above re liabilities of a trustee).

#### **Desirable experience**

- Leadership/management of a team.
- Prior experience of committee work.
- Knowledge of the type of work undertaken by WBS.

#### **3. Time Commitment**

- The committee meets five times a year plus the AGM, in central Winchester. Between meetings the Chair will be required to ensure all matters raised are followed up and acted upon.
- The Chair will be expected to represent the charity at **occasional** events, meetings or functions.

(NB: The post does not attract any financial remuneration but out of pocket expenses incurred fulfilling the duties of the role are reimbursed.)