



Remuneration:	The role of Chair is not accompanied by any financial remuneration, although expenses for travel may be claimed.
Location:	Bristol
Time Commitment:	6 Board meetings per year. Additionally, the Chair is also expected to have regular meetings with the Chief Executive, ad hoc Standing Committees and also represent the Charity at various events and meetings with key stakeholders. Reporting to the Board of Trustees.

Objective

The Chair will hold the Board and Staff Leadership Team to account for the Charity's mission and vision, providing inclusive leadership to the Board of Trustees, ensuring that each trustee fulfills their duties and responsibilities for the effective governance of the charity. The Chair will also support the CEO and ensure that the Board functions as a unit and works closely with the entire staff leadership team of the charity to achieve agreed objectives. He or she will act as an ambassador and the public face of the charity in partnership with the CEO.

Key responsibilities

Strategic leadership

- Provide leadership to the charity and its Board, ensuring that the Charity has maximum impact for its beneficiaries. Ensuring that the Trustees govern the charity in the long-term interests of displaced birthing people living in Bristol.
- Ensure that Trustees fulfill their duties and responsibilities for the effective governance of the Charity.
- Ensure that the Board fulfills its duties to ensure sound financial health of the charity, with systems in place to ensure financial accountability.
- Ensure that the Board operates within its charitable objectives and provides a clear strategic direction for the Charity.
- Ensure that the Board is able to regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities and manage and mitigate the risks.

Governance

- Ensure that the governance arrangements are working in the most effective way for the Charity.
- Ensure that there is a systematic, open and fair procedure for the recruitment of Trustees, future Chairs of the Board, future Vice Chairs and future Chief Executives.
- Ensure that all members of the Board receive appropriate induction, advice, information and training (both individual and collective).
- Develop the knowledge and capability of the Board of Trustees.
- Appraise the performance of the Trustees and the Board on an annual basis.
- Ensure that the Board of Trustees is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively and which also reflects the wider population.
- Act as an ambassador and spokesperson for the cause and the charity.
- Represent the charity at external functions, meetings and events.

Efficiency and Effectiveness

- Chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision making process.
- Ensure that Trustees are fully engaged and that decisions are taken in the best, long-term interests of the Charity and that the Board takes collective ownership.
- Foster, maintain and ensure that constructive relationships exist with and between the Trustees.
- Work closely with the CEO to give direction to Board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of trustees.
- Monitor that decisions taken at meetings are implemented.

Relationship with the CEO and the Wider Management Team

- Establish and build a strong, effective and a constructive working relationship with the CEO, ensuring s/he is held to account for achieving agreed strategic objectives.
- Ensure regular contact with the CEO and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges.
- Conduct an annual appraisal and remuneration review for the CEO in consultation with other Trustees.
- Ensure that the CEO has the opportunity for professional development and has appropriate external professional support.

PERSON SPECIFICATION

1. Demonstrate a strong passion and commitment to Project MAMA, our strategic objectives, and our cause.
2. Experience of operating at a strategic leadership level.
3. Experience of governance and being part of a board.

4. Lived experience of displacement/migration and childbirth or a thorough understanding of the issues our clients face through professional development, work and personal experience.
5. Experience of chairing meetings.
6. Strong interpersonal skills and relationship building abilities.
7. Strong networking abilities and demonstrable experience of partnership working.
8. Ability to see the 'big picture' and handle contentious issues.
9. Ability to commit the time required for the role.