



Position:	Chair
Location:	Chesterfield, Derbyshire
Remuneration:	Unpaid – reasonable expenses will be covered

Main Purpose of Post:

The Chair along with the Board of Trustees is responsible for the overall governance and strategic direction of the charity, its financial health, probity of its activities, and developing the organisation's aims, objectives, and goals in accordance with the governing document and legal and regulatory guidelines.

Duties and Key Responsibilities:

- To ensure that the charity pursues its objectives.
- To ensure the charity complies with its governing documents and the Articles of Association.
- To ensure that the charity applies its resources exclusively in pursuance of its objectives.
- Have an understanding of violence against women and girls.
- Act in accordance with The Elm Foundations equality of opportunity and diversity policies and procedures.
- To contribute actively to the board of trustees' role in providing strategic direction to the Chief Executive, setting overall strategy, defining goals and setting targets and evaluating performance against agreed targets.
- To ensure the organisation complies with recruitment, retention and employment law.
- To safeguard the good name and values of the organisation.
- Act in the best interests of beneficiaries and avoiding conflicts of interest.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation including the proper investment of the charity's funds.
- To hold the charity "in trust" for current and future beneficiaries by: Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of the charity and for its corporate behaviour, ensuring that the charity complies with all legal and regulatory requirements.
- Ensuring that the charity's governance is of the highest possible standard.
- The above list of duties is indicative only and not exhaustive. Trustees will be expected to perform all such additional duties as are reasonably commensurate with the role.



Conflict of Interest:

- The role of the Chair is to uphold the interests of the The Elm Foundation.
- The Chair will be expected to maintain strictest confidentiality by not sharing any information from Board papers or meetings outside the trustee board or executive team.
- The Chair needs to be aware of any conflict of interest that might arise for them.

Person Specification

Knowledge:

- Good understanding of charity governance.
- Knowledge of charity finance.
- Understanding of the domestic abuse / VAWG sector.
- The integrity to navigate potential conflicts of interest, maintain confidentiality and act in the interests of the charity.
- Tact and diplomacy, with the ability to navigate contentious issues with objectivity and sensitivity.
- Willing and able to operate within the parameters of the single sex services statement.
- Strong commitment to The Elm Foundations mission, values and ethos.
- Cooperates in collective decision-making and takes responsibility for own actions, decisions, and deliverables.
- To be confident in making decisions outside of the Board framework.
- Holds self and others accountable for reaching short and long term goals.
- Relates well to people at all levels.
- Proactively communicates; informs others of what they need to know and capably articulates thoughts and ideas clearly and concisely via verbal and written communication.
- Actively listens, consults others, and takes feedback on board.
- Communicates using appropriate tone and language.
- Has the ability to persuade, negotiate, and build support for own initiatives.
- Seeks organisational improvement; promotes efficiencies in every area of work.
- Identifies problems and implements solutions, including trying new and different approaches.
- Demonstrates commercial understanding, including awareness of sector trends/changes, and uses financial information to guide decisions.
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- Identifies business opportunities for the organisation, which may include opportunities for income generation, cost-savings, or added value.
- Supports change initiatives and focuses on the beneficial aspects of change e.g. opportunities for learning or growth.
- Manages disagreements with tact and diplomacy.
- For those who wish to further consider the wider obligations of being a Chair and the associated legal responsibilities, we suggest reading the Charity Commission's essential trustee guidance.