

# Trustee recruitment Chair application pack

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## Introduction

METRO is recruiting for a new Chair to lead the charity's voluntary Board of Trustees. The role is currently being held on an interim basis by an existing trustee following our Annual General Meeting on 17th May 2023 where the previous Chair was not re-elected by our membership.

METRO is undergoing a significant programme of organisational and cultural change to become an actively anti-racist organisation, and we are therefore seeking individuals who can demonstrate a solid understanding and commitment to working with us on this agenda.

We want to create an environment in which intersectional identities are valued and represented across the team, especially in our senior roles while fulfilling METRO's constitutional stipulation for majority LGBTQ+ identifying staff and trustee teams. This intersectionality includes, but is not limited to, people of colour, young people, gay, lesbian, bisexual, trans, non-binary, gender-fluid and gender-diverse people, and people with lived experience of socio-economic inequities.

## Role description

The Chair has the overall purpose of leading the Board, ensuring systems are in place to provide trustees with the support they need to carry out their role effectively and enabling trustees to fulfil their responsibilities for the overall governance and strategic direction of the organisation. This will be done in accordance with the relevant legal and regulatory guidelines/requirements.

## Responsibilities

### Overarching responsibilities

- Governance – to encourage high standards and promote the efficient and effective use of staff and other resources throughout the organisation.
- Strategic Leadership – to lead the development and implementation of the organisation's strategy.

### Specific responsibilities

- Ensure METRO complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- Ensure METRO pursues its objects as defined in its governing document.
- Ensure METRO applies its resources exclusively in pursuance of its objects.
- 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.
- Safeguard the good name and values of METRO.
- Ensure the effective and efficient administration.
- Ensure the financial stability.
- Protect and manage the property of the charity and to ensure the proper investment of the charity's funds.



- Lead on the appointment of the Chief Executive Officer, provide supervision, and monitor their performance.

## CEO and management

- Liaise with the CEO to keep an overview of the organisation's affairs and to provide support as appropriate.
- Lead the process of appraising/monitoring the performance of the CEO.
- Provide regular supervision to the CEO.
- Sit on appointment and disciplinary panels.
- Liaise with the CEO to develop the board of trustees.
- Facilitate change and addressing conflict within the board and within the organisation, liaise with the CEO to achieve this.

## Additional duties

- Abide by the Volunteer Code of Conduct.
- Plan the annual cycle of monthly and other meetings.
- Prepare and set agendas for those meetings in consultation with the Chief Executive Officer (CEO) and or Senior Management Team (SMT).
- Chair board meetings and the Annual General Meeting (AGM).
- Monitor that decisions taken at meetings are implemented.
- Represent the organisation at functions, meetings, and acting as a spokesperson as appropriate.
- Bring impartiality and objectivity to decision-making.
- Make themselves available to trustees and others for contact between meetings.

## Terms

- The position of Chair is unpaid.
- The Chair of METRO Charity will be appointed by the Board of Trustees and may only serve as Chair for a maximum of three consecutive years.



## Person Specification

Experience & Knowledge	Skills and Abilities
<p>2 years experience of being a trustee of a charity.</p> <p>Or as the most senior member of staff of a voluntary organisation with more than 20 staff.</p>	
<p>Understanding of the legal duties, responsibilities and liabilities of trusteeship.</p>	
<p>Experience of external representation.</p>	
	<p>Strong leadership, and ability to motivate Board members.</p>
<p>Financial management expertise and a broad understanding of finance issues affecting the charity sector.</p>	
	<p>Significant skills and ability to chairing meetings effectively.</p>
	<p>Good independent judgement, political impartiality and ability to think creatively in the context of METRO and the external environment.</p>
	<p>Ability to foster and promote a collaborative team environment.</p>
	<p>Able to attend meetings outside of work hours.</p>