

Trustee recruitment Chair application pack

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Introduction

METRO is recruiting a new Deputy Chair to play a critical role in leading the charity's voluntary Board of Trustees. The charity is in a period of dynamic change. We have recently appointed a new CEO, who will be leading our operational teams and the Board of Trustees through a development phase, as we look to review our vision, mission, and purpose, and renew our organisational strategy. We are proactively seeking to become an anti-racist organisation, as well as working to support wider changes around our approach to Diversity, Equity and Inclusion.

We are seeking a Deputy Chair who can support this development and has experience of leadership around these issues, but crucially Board development. Our current Chair has noted their intention to step down as Chair, but with a desire to remain on the Board as a trustee. As part of our succession planning, this role is being appointed with a view to taking up the Chair position, at the point our current Chair steps down, currently planned for May 2025.

We want to create an environment in which intersecting identities are valued and represented across the team, including 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 Deputy Chair will play a critical role in taking a lead on Board development. We have recently appointed three new Board members, and as well as appointing to this role, are simultaneously also looking to appoint a new treasurer, and up to four other Trustees to meet our identified skills needs.

As outlined above, it is the intention that from May 2025, the Deputy Chair will assume the role of Chair. 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.

Time Commitment

The expected time commitment for the role, is no more than 2-3 days per month, which would largely be for preparing for, and attending, the following schedule of meetings:

- 6 x Board of Trustee meetings (2hrs)
- 6 x Sub-Committee meetings (1 hr)
- 2 x Board / Executive Team Away Days (6 hrs)

There may be other time commitments required, based on organisational needs e.g. to sit on interview panels for executive level posts.



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 take a leading role with the development and implementation of the organisation's strategy.
- Board development – to lead the development of Board of Trustees, ensuring that the Board is operating effectively, efficiently, and in accordance with charity law, working to best practice as set out in the Charity Governance Code.

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.

CEO and executive team

- Provide supervision to the CEO and monitor/appraise their performance.
- Liaise with the CEO to keep an overview of the organisation's affairs and to provide support as appropriate.
- Sit on executive level 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 Executive Team
- 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 Deputy Chair of METRO Charity will be appointed by the Board of Trustees and may only serve as Deputy Chair for a maximum of three consecutive years.
- Appointment to Chair of METRO Charity will also be appointed by the Board of Trustees and may only serve as Chair for a maximum of three consecutive years.

Please be aware we are in the process of reviewing our constitution, which may result in changes to our current terms.



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>	
	Organisational strategic Vision & direction (Developing and articulating vision)
<p>Understanding of the legal duties, responsibilities and liabilities of trusteeship.</p> <p>Experience of external representation, ideally serving as a Chair (or similar) on a charity board, or similar.</p>	
	Strong leadership, and ability to motivate Board members.
<p>Financial management expertise and a broad understanding of finance issues affecting the charity sector.</p>	
	Significant skills and ability for chairing meetings effectively.
	Good independent judgement, political impartiality and ability to think creatively in the context of METRO and the external environment.
	Ability to foster and promote a collaborative team environment.
	Able to attend meetings outside of work hours.

For more information or if you would like to speak to someone about this role, please email: [XXX \(Agency/freelancer or METRO? TBC\)](#)