

## ROLE DESCRIPTION

**Role Title:** Chair of St Chad's Academies Trust Board

**Responsible to:** The Members of St Chad's Academies Trust

---

In addition to the general responsibilities of a Trustee, duties of the Chair include the following.

- Make sure everyone is actively contributing their skills and experience and actively participating in meetings and Committees.
- Uphold and promote the Christian values and distinctiveness of the Trust.
- Chair and facilitate Board meetings.
- Give direction to Board policymaking.
- Work with the governance professional to make sure the right data is accessible to the right people.
- Represent the organisation at functions and meetings with both internal and external agencies/ parties, acting as a spokesperson as appropriate.
- Bring impartiality, and objectivity to decision-making with the CEO to promote and maintain the highest educational standards.
- Hold the CEO to account for the educational performance of pupils and performance management of colleagues.
- Provide effective oversight of the Trust's financial performance and ensuring best value for money.
- The role of the Chair is to ensure that development points are in place for Trustees through effective induction, appropriate training, development and experience; continually monitoring succession planning.
- Liaise with the CEO to keep an overview of the organisation's affairs and to provide support as appropriate., as a 'critical friend'; offering challenge, support, and encouragement
- Make decisions on behalf of the Board ('Chairs action') in cases of urgency, when this power has been granted by the Board.
- Lead on making sure the Trust meets its statutory and regulatory requirements, provides value for money and that business is conducted efficiently and effectively.
- Lead the process of supporting and appraising the performance of the CEO
- Sit on appointment and disciplinary panels, as required and in line with approved policy/ procedure.

- Set clear direction and expectation of the Vice Chair of the Trust Board, to ensure effective and efficient strategic leadership and direction when the Chair sends apologies.
- Make a casting vote in the event of a tie.

### **Person specification**

In addition to the person specification for a Trustee, the Chair should have the following qualities and abilities:

- Leadership skills
- Experience of committee work
- Tact and diplomacy
- Good communication and interpersonal skills
- Impartiality, fairness, and the ability to respect confidences.
- Think strategically.
- Challenge and support executive leaders.
- Develop and preserve an organisation's characteristics and culture.

In most circumstances, it would also be desirable for the Chair/Vice-Chair to have knowledge of the type of work undertaken by the organisation and a wider involvement with the voluntary sector and other networks.

Source: [Chair: role and responsibilities | GovernorHub Knowledge \(thekeysupport.com\)](#)