



SANDBACH UNITED FOOTBALL CLUB CIO

Role Description

Chair of Trustees

Title of the Post:

Chair of Trustees

This is a trustee role with the specific duty of being the organisations appointed Chair. The Trustees are elected for a 3 year term of service period. SUFC's governing document is available on the website.

Reports to:

The Trustee Board

Purpose of the role:

- To lead the committee in ensuring the effective performance of its governance responsibilities
- To work in partnership with the Centre Manager to help him / her achieve the objectives set for the organisation
- To ensure there is an effective relationship between the committee and the organization including staff, volunteers, members and stakeholders

Main task summary**Ensure the committee fulfils its responsibilities:**

- Chair committee meetings so that the committee functions effectively and carries out its duties
- Ensure the committee sets an overall direction (strategy) for the organisation with clear policy objectives
- Ensure the business of meetings is dealt with, and decisions, when required, are arrived at, and recorded, and their implementation monitored
- Ensure the organisation's financial dealings are prudently and systematically accounted for, audited, or independently examined, and publicly available
- Ensure the organisation has a satisfactory system for holding in trust for its beneficiaries any funds or property, and for investing to the greatest benefit of the organisation, within the constraints of the law and ethical investment practices
- Ensure that satisfactory arrangements are made to identify and nominate the next Chair of the committee
- Work in consultation with the Chief Officer/Centre Manager to recruit committee members with relevant expertise and experience.
- Ensure the committee regularly reviews its structure, role, and relationship to staff and implements change as necessary.
- Ensure, with the Centre Manager, that committee members receive appropriate advice, training, and information relating to their role.
- Serve as an additional promoter of the organisation to relevant stakeholders.

Help the Centre Manager achieve the objects set for the organisation:

- Ensure the committee develops a long-term strategy for the organisation with objectives which can be monitored
- Monitor progress in implementing the annual work plan
- Ensure appropriate goals are set for the resources available to the organisation
- Help promote the organisation to a wider audience of potential funders and beneficiaries.

Ensure an effective relationship between staff, volunteers, members, and other stakeholders

- Ensure the organisation has appropriate procedures to: - comply with current legislation and good practice, including employment, health and safety, non-discrimination - advertise for, interview, select and appoint staff
- Agree, with the Centre Manager, an annual schedule for committee and subcommittee meetings and key events
- Through the Centre Manager, ensure appropriate communication between the committee and staff, volunteers, members and stakeholders.

Key qualities

- A knowledge of and commitment to the work of the organisation
- Commercial and strategic focus
- Supportive and confident leadership style
- Good meeting and presentation skills
- Ability to provide clear advice on procedural and legislative matters
- Ability to communicate clearly, both written and verbal
- Ability to work as part of a team
- Community focused

Based at

SUFC, Hind Heath Road, Sandbach, Cheshire, CW11

Age/Gender Restrictions

None