

## **GDA Chair of Trustees**

### **Background**

The Guernsey Disability Alliance was formed in 2008 and is a collective voice for individual disabled islanders, their family members and more than 40 member charities and groups.

Our mission is equality of opportunity for disabled islanders and carers in Guernsey. We want to change how Guernsey thinks about disability and ensure we all have the opportunity to take part in community life.

We All Matter Eh? represents the voice of disabled islanders and carers and is run by the GDA. [www.matter.gg](http://www.matter.gg)

For more information, see:

Our websites: [www.disabilityalliance.org.gg](http://www.disabilityalliance.org.gg) [www.matter.gg](http://www.matter.gg)

Facebook: [www.facebook.com/mattergg](http://www.facebook.com/mattergg) and [www.facebook.com/GuernseyDisabilityAlliance](http://www.facebook.com/GuernseyDisabilityAlliance)

States sites: <https://www.gov.gg/disability> and <http://signpost.gg/>

### **Role Description**

Job Title: Chair (also a Director of GDA LBG)

Responsible to: GDA membership (by election)

Main Purpose: To lead the Executive Board in support of the directors and staff

Time Commitment: 8-10 Executive Board meetings a year

Review meetings with staff

Ad-hoc meetings with Directors and other contacts

Attendance at some GDA member meetings and other events

Project meetings

Hours are flexible but will average 2-3 days a month

## **Governance Structure**

The GDA is a company limited by guarantee and is a registered Guernsey charity.

The Executive Board consists of four elected officers, supported by co-optees.

The Chair is elected by the GDA membership and stands for re-election each year at the AGM. There is no minimum or maximum term of office. Ideally this role would cover our key period until June 2020

The Chair role is unpaid, but any approved expenses will be reimbursed.

The Chair will need to undertake a Disclosure and Barring Service (DBS) check.

## **Specific Duties of the Chair**

1. To lead all activity of the Executive Board:
  - I. Chair meetings of the Executive Board effectively and efficiently, bringing impartiality and objectivity to the decision making process, working closely with the Hon Secretary/ Corporate Secretariat to co-ordinate governance matters.
  - II. Ensure that Board Members are fully engaged and that decisions are taken and implemented in the best, long-term interests of the charity and that the Board takes collective ownership.
  - III. Foster, maintain and ensure that constructive relationships exist with and between the Board Members.
  - IV. Work closely with Board Members to give direction to policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of the Board.
2. To support and act as line manager for staff (currently Partnership Director, who is line manager for the member services coordinator)
3. To build and develop the membership of the Executive Board.
4. To act as an ambassador for the Charity, as required

## **General duties of a Director of GDA LBG:**

1. To safeguard the good name and values of the organisation and promote its work.
2. To ensure the effective and efficient administration of the organisation.
3. To ensure the financial stability of the organisation and that funds are spent in accordance with the Charity's objects.
4. To appoint the staff of the GDA and monitor their performance.

## **Person Specification**

### **Essential**

1. Experience of governance within a company or charity
2. Management skills, including strategic thinking and line management of staff
3. Leadership and team building skills
4. Strong interpersonal skills
5. Empathy with disabled people.
6. Empathy with the rights-based aims and approach of the GDA
7. Ability to commit the time required

### **Advantageous**

1. Previous experience as a Chair
2. Personal or family experience of disability
3. Experience of working/volunteering for a charity
4. Strong Guernsey network

*This role description outlines the current main responsibilities of the post. However, the duties of the post may change and develop over time and the role description may be amended in consultation with the post holder.*

June 2018