

Chair of Trustees

Background

The Guernsey Disability Alliance brings together disability charities and individual members to achieve equality of opportunity for disabled islanders and carers.

As the result of campaigning by the GDA, the States of Guernsey appointed a Disability Officer in 2011 and agreed a Disability and Inclusion Strategy in 2013.

For more information, see:

www.matter.gg

www.disabilityalliance.org.gg

www.facebook.com/mattergg

www.facebook.com/GuernseyDisabilityAlliance

www.gov.gg/disabilitystrategy

Role Description

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

Responsible to: GDA membership (by election)

Main Purpose: To lead the Executive Committee in support of the Executive Director

Time Commitment: Twelve Executive Committee meetings a year

Regular review meetings with Exec Director

Ad-hoc meetings with Directors and other contacts

Attendance at GDA member meetings and other events

Project meetings

Hours are flexible but will average six hours a week.

Governance Structure

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

The Executive Committee 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.

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

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

Specific Duties of the Chair

1. To lead all activity of the Executive Committee:
 - I. Chair meetings of the Executive Committee effectively and efficiently, bringing impartiality and objectivity to the decision making process, working closely with the Hon Secretary to co-ordinate governance matters.
 - II. Ensure that Committee Members are fully engaged and that decisions are taken and implemented in the best, long-term interests of the charity and that the Committee takes collective ownership.
 - III. Foster, maintain and ensure that constructive relationships exist with and between the Committee Members.
 - IV. Work closely with Committee Members to give direction to policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of the Committee.
2. To support and act as line manager for the Executive Director.
3. To build and develop the membership of the Executive Committee.
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 Executive Director and monitor his/her 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.