



ROLE PROFILE	
ROLE TITLE: Chair of the Board of Trustees	WORKS WITH: Members of the board, the CEO and Senior Management Team
REMUNERATION: Unpaid, voluntary position; expenses paid	
HOURS: Approximately 10-12 hours per month	
COMMITMENT: Minimum commitment of 3 years; maximum term of office is 6 years (dependent on re-election at year 3)	
BACKGROUND AND ROLE SUMMARY	
<p>Oasis is a thriving, progressive and ambitious charity, with a passionate and enthusiastic staff team. The Chair will be an inspirational leader with excellent strategic skills and have a good understanding of the health and social care sector and a passion for feminism and the work that Oasis does. The Chair will act as an ambassador for our work at the highest levels, support Oasis' fundraising activities and lead the strategic direction and governance of the organisation through ensuring excellent, well-rounded and carefully considered decision-making.. A general background in strategy, governance, finance, HR, fundraising, as well as experience in the role of Chair would be useful.</p>	

Key relationships
<p>1. The post will provide senior level leadership for all Trustees on the board as well as Oasis employees, particularly</p> <ul style="list-style-type: none"> - The CEO - Head of Client Services - Head of Business Development
Main Responsibilities of the Chair
In relation to the Board
<ul style="list-style-type: none"> - Lead the formulation of strategic plans and regular review of long-term strategic aims of Oasis - Maintain oversight all aspects of governance including:

- Organisational policies
- Performance management
- Approve the annual cycle of the board meetings, meeting agendas, chair and facilitate meetings, monitor decisions taken at meetings and ensure they are implemented.
- Liaise regularly with the Treasurer to maintain a clear grasp of the charity's financial position and to ensure full and timely financial transparency and information disclosure to the Board.
- Lead and mentor other Board members to fulfil their responsibilities and enable access to training/coaching/information to enhance the overall contribution of the board.
- Annually review the Board structure, role, staff relationships and ensure implementation of agreed changes/developments are carried out.
- Encourage team working among Board members and encourage them to identify and recruit new trustees as required.
- Create a strong, profitable and fulfilling working relationship with trustees and the CEO through review and self-reflective evaluation of contributions and effectiveness of the board.

In relation to the Vice-Chair

- Ensure regular and effective communication with the Vice-Chair to clarify delegation of tasks as necessary.

In relation to the CEO and Senior Management Team

In participation with the board, appoint the CEO and lead the process of appraising and constructively guiding the performance of the CEO.

- Assume guardianship of the legal and financial integrity of the organisation.
- Consult with the CEO and Senior Management Team on matters of strategy, governance, finance and HR.
- Oversee the CEO's activities in the context of the implementation of Board's strategy and policies.
- Maintain careful oversight of any risk to reputation and/or financial standing of the organisation.
- Receive regular informal progress reports of the organisation's work and financial performance through the CEO and Senior Management Team.

In relation to the organisation

- Be a credible, visible leader for staff and volunteers throughout the organisation
- Commit to spending time shadowing staff within the organisation to understand fully the operational aspects of Oasis

- Embody the organisation's values in actions

In relation to the community

- Represent the organisation as a spokesperson at appropriate events, meetings or functions.
- Protect and manage the property of the organisation.
- Lead the Board in fostering relations with potential clients and potential funders/donors.
- Act as final stage adjudicator for disciplinary and grievance procedures if required.
- Facilitate change and address conflict within the Board of Trustees, within the organisation and liaise with the CEO to achieve this.
- Undertake review of external complaints as defined by the organisation's complaints procedure.
- Ensure adherence and compliance around key policies to e.g. Equality of Opportunity, Health & Safety and in all decisions and discussions of the Board and its sub-committees.
- Attend and be a member of other committees or working groups when appropriate in role as Chair.
- In order to perform the above role, the Chair should have reasonable access to staff and information, in line with the board's fiduciary duties.

Time Commitment

- It is anticipated that you will need to commit to 10-12 hours per month
 - o The Board meets at least 5 times a year and the Chair is expected to be available 5 times in a year and attend the AGM, and join a sub-group.
 - o It is important that the Chair is able to visit the organisations office(s) and be available to the CEO/senior staff members on a regular basis.
 - o In addition to Board Meetings, other contact - usually electronic or by telephone - will be necessary

PERSON SPECIFICATION	Essential or Desirable
Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship, Charities and adhering to Oasis' values	Essential
Commitment to the charity's objects, aims and values and willingness to devote time to carry out responsibilities.	Essential
Strategic and forward looking vision in relation to the charity's objects and aims	Essential
Good, independent judgement, political impartiality and the ability to think creatively in the context of the organisation and external environment.	Essential
Good communication and interpersonal skills and the ability to respect the confidences of colleagues	Essential
Balancing tact and diplomacy with willingness to challenge and constructively criticise.	Essential
Experience of chairing meetings, committee work, some experience of charity finance, charity fundraising.	Essential
Experience driving an organisation through a period of rapid growth	Essential
Commitment to women's services	Essential
Prior experience of committee/trustee work	Desirable
Knowledge of the type of work undertaken by the organisation.	Desirable
A wider involvement with the voluntary sector	Desirable

The post is subject to the satisfactory completion of a Disclosure and Barring Service (DBS - formally CRB) check at an enhanced level. This role description accurately reflects the present position; it may be reviewed and amended but only after a proper period of consultation.