CHAIR OF THE BOARD ROLE DESCRIPTION

**About Tempo**

Tempo is passionate about the way Time Credits can be used to enable local communities to become strong and resilient. We do this by working in partnership with local community development organisations. Tempo helps build and sustain these partnerships and Time Credits are the glue that hold these partnerships together.

We are just about to embark on an exciting journey and will be launching Digital Time Credits in early 2021. They will replace our current Paper Time Credits (almost 1m issued to date). It will enable us to move from supporting 39 local partnerships (involving over 1,000 organisations) to covering the whole of the UK. We have just started working with the Welsh Government and will be rolling out a Digital Time Credit programme in every part of Wales.

We are ambitious for our future and need a strong and diverse board who can help us grow and develop.

**About the role**

These responsibilities should be read alongside the Trustee role description, which are equally relevant for the Chair as a Trustee of the charity. We adopt the Association of Chairs ‘Chair’s Compass’ to guide the work of our Chair and to structure the role description.

The compass has four points of direction (see below), which pivot around the overarching responsibility of leadership.

**Leadership**

* Lead the Board and the organisation in partnership with the CEO internally and externally, while ensuring there is an effective negotiation of the boundary between the executive (operations) and non-executive (governance) arms of the organisation.

**Clarity of Purpose**

* Ensure the Board discusses and agrees the purpose and core values of the organisation, and that these discussions remain ‘live’ in a rapidly changing environment.
* Ensure that decisions made advance the purpose and values of the organisation.
* Co-ordinate the collective work of the Board to ensure it remains focussed on Tempo’s purpose.
* Ensure the Board works closely with the CEO to set strategic direction which meets Tempo’s core purpose and remains dynamic over time.

**Cohesive Board**

* Nurture effective relationships with and among individual Board members, ensuring that goals are understood, roles are complementary and that there is regular opportunity for reflection and improvement. This includes an annual appraisal process for individual Trustees and for the Board as a whole.
* Create the environment for an effective Board, in which issues are clearly framed, contributions are sought and welcomed, and decisions are transparent.
* Advance the diversity of the Board’s composition, in terms of both demographics and skills and experience, in pursuit of Tempo’s purpose and strategy. This includes succession planning for Trustees and the supporting processes such as recruitment and training.

**Considered Decision-Making**

* Guide the Board towards identifying the key governance decisions required, with the support of the CEO.
* Ensure consistent decision-making, in line with relevant policy, strategy, legislation etc.
* Oversee the requirement for sound record keeping of Board decisions and governance.
* Manage potential conflicts of interest to ensure probity is maintained at all times and there is appropriate transparency.
* Work closely with the CEO to ensure good governance is embedded in the organisation, including effective management of Board meetings and supporting activities.

**Constructive Relationships**

* Develop, maintain and invest time in effective working relationships with the CEO and his/her senior management team. This includes providing the line management function, including regular supervision and annual appraisal.
* Lead appointments and disciplinary committees where appropriate and in line with Tempo’s agreed procedures.

In addition to these internally-oriented requirements, the Chair is also key in contributing to the development of Tempo’s profile amongst external stakeholders, as a champion and advocate, and offering his/her professional networks to the benefit of Tempo where appropriate.

**About the benefits**

Tempo is a great organisation to be involved with - we have a strong, dedicated Board of Trustees, and a brilliant team of people, led by the CEO.  We are delighted that you are thinking of joining us and we like to show our appreciation. During your term, we will provide you with opportunities to grow and learn through training. Our thorough induction will prepare you for your role. It includes the opportunity to meet our staff and volunteers. We aim to be flexible, giving you the option to join our meetings virtually. If you do travel, we will reimburse the costs.

**Term of Office**

The Chair of Board is engaged for a term of office of three years. It is possible for the Board to renew this appointment for a second term of another three years. The maximum term of office for any Trustee is thus six years.

**About You**

Tempo is looking to recruit a skilful individual to complement the skills and backgrounds of its current Board of Trustees. There is no typical profile for a Tempo Trustee. We’re interested in people from a variety of backgrounds.

We encourage you to look at the Charity Commission’s guidance about becoming a Trustee to ensure it is right for you (link below). You can also find excellent resources from the Association of Chairs [www.associationofchairs.org.uk](http://www.associationofchairs.org.uk)

We ask that you are able to demonstrate the following skills and behaviours:

**Essential for all Trustees (incorporating the National Occupational Standards for Trustees):**

* Guide the organisation by setting the highest standard in upholding integrity and ethical behaviour;
* Be committed to the purpose, objectives and values of Tempo;
* Advocate positively for Tempo both within and outside the organisation;
* Inform strategy development by identifying gaps in current delivery or evidence;
* Ensure Tempo balances effective risk management with the need for timely actions;
* Actively challenge the status quo to find new ways of doing things, looking for good practice;
* Be able to make collective decisions and stand by them;
* Understand the importance and purpose of meetings, and be committed to preparing for them adequately and attending them regularly;
* Develop a positive and compelling vision of Tempo’s future potential, demonstrating confidence in the strategic direction of Tempo;
* Actively listen to others and be open to their ideas;
* Have effective communication skills, including the ability to influence others;
* Promote a positive culture that respects diversity and deals with barriers to inclusion;
* Build alliances to establish mutually beneficial working arrangements, openly sharing knowledge and insights;
* Synthesise the complex viewpoints of others, recognising where compromise is necessary and broker agreement;
* An understanding of the legal duties and responsibilities of a charity;
* Treat Tempo information as sensitive and confidential.

**Essential for the Chair (in addition to the above):**

* A solid understanding of and track record in good governance
* Established leadership ability
* Strategic capability
* Excellent ‘people’ skills
* Fairness and the ability to respect confidences
* Knowledge of the type of work done by the organisation and an understanding of the voluntary sector
* Willingness to undertake training
* An ability to commit the requisite time to the role. This varies according to circumstances but generally averages around three days per month.

Before you apply, please check that you do not meet any of the disqualification criteria for Trustees as set out by the Charity Commission on their website [www.gov.uk/guidance/charity-trustee-whats-involved](http://www.gov.uk/guidance/charity-trustee-whats-involved)

**Equal Opportunities**

Tempo is committed to promoting equality and diversity and promoting a culture that actively values difference and recognises that people from different backgrounds and experiences can bring valuable insights and enhance the way we work.

We want to ensure that our Board reflects the diverse group of people that we serve and encourage applications from all sectors of the community.