

Role Description: County Chair (Chair of the Board of Trustees)

Date: 1 March 2019

Outline: The Chair will lead the Executive Committee (Board of Trustees), ensuring that it fulfils its responsibilities within the County. The Chair will work closely with the County Commissioner to achieve the purpose of The Scout Association through the development of local Scouting, in accordance with the County Constitution and Policy, Organisation and Rules of The Scout Association.

The Chair will be a Trustee of the Charity.

Responsible for: Executive Committee (Board of Trustees) Members

Responsible to: The County Scout Council

Appointment Requirements: To understand and accept The Scout Association's policies, have a satisfactory disclosure check, and complete the appointment process. The role holder must be able to be a charity trustee.

Responsibilities of the Chair

- Objectively and impartially chairing and facilitating Board of Trustee (Executive) meetings.
- Acting as the Chair of the relevant Scout Council.
- Planning the annual cycle of board and sub-Committee meetings and setting the agenda for Board of Trustees meetings.
- Monitoring that decisions and actions agreed at Board of Trustees meetings are implemented.
- Working closely with the County Commissioner to ensure there are long term and short term goals and the role the Board of Trustees can play in helping to achieve these.
- Providing direction for the Board of Trustees.
- Ensuring that all members of the Trustees have been briefed and inducted into their roles, receive appropriate training, and are aware of their status as charity trustees.
- Addressing and resolving conflicts that arise.
- Membership and attendance of any working groups or sub-Committees set up by the Board of Trustees, where appropriate.
- Acting as the final appeal point for appointment disagreements between the Appointments Advisory Committee and County Commissioner.

General Trustee responsibilities

- To uphold the responsibilities of an Executive Committee (Board of Trustees) as outlined in The Scout Association's Policy Organisation and Rules.
- Willingness and eligibility to act as a Charity Trustee for the County.*
- Contribute to the strategic aims and future development of the County.
- An understanding of their own role, and the role of others on the Board of Trustees.
- A commitment to understanding and forming opinions on the key discussion points and responsibilities of the Board of Trustees.
- Willingness to complete various tasks which support the work of the Board of Trustees and aims of County.

Personal specification

Skills for a Chair

- Strong leadership skills
- Strong communication and inter-personal skills
- Able to handle sensitive information and act with confidentiality
- Ability to work as part of a team
- Able to think creatively and solve problems
- Able to motivate others and encourage participation
- Able to handle and resolve conflict effectively
- Willing to speak one's mind and listen to the views of others.
- Able to maintain independent and objective judgement
- Willing to actively design and contribute to the strategic vision of the County
- Willingness to take decisions which will further the work of the County

*Terms of Eligibility for Charity Trusteeship can be found in The Scout Association's Policy, Organisation and Rules; or by contacting the Charity Commission for England and Wales