

Role Specification – Chair, Trustee and Director

We are looking for an experienced Chair of the board of Trustees of Diversity Role Models to help shape, steer, and lead our board of Trustees. Our Chair is responsible for the following:

Leadership

- Serving as Diversity Role Models' leading ambassador and public face, in partnership with the CEO, to the outside world
- Facilitating the effective and efficient operations of the board of Trustees
- Holding Trustees and the management team to account for achieving Diversity Role Models' mission and objectives
- Providing inclusive leadership and clear guidance to the board of Trustees, ensuring that each Trustee fulfils their duties and responsibilities for the effective governance of Diversity Role Models

Strategic support

- Supporting the CEO and management team to achieve agreed objectives
- Representing Diversity Role Models at external functions, meetings, and events
- Addressing any potential conflicts with internal and external stakeholders
- Working closely with the CEO to provide direction to policymaking and to ensure that Trustees' meetings are well-planned, meaningful, and reflect the responsibilities of Trustees
- Conducting an annual appraisal and remuneration review for the CEO in consultation with other Trustees
- Ensuring that the CEO has the opportunity for professional development and has appropriate external professional support

Governance

- Confirming that the Trustees are able to regularly review major risks and associated opportunities, and satisfy themselves that systems are in place to take advantage of opportunities while managing and mitigating the risks
- Warranting that the Trustees fulfil their duties to ensure sound financial health of Diversity Role Models, with systems in place to ensure financial accountability
- Encouraging positive change where appropriate and addressing and resolving any conflicts which may arise

More broadly, as a Director, you will engage in our mission and objectives by:

- Attending (either physically or remotely) and actively contributing to all Directors' meetings (four to six meetings per year), and reading and commenting on all board documents prior to these meetings
- Participating in a board committee, as needed
- Leading discussions and providing proactive guidance on new initiatives, opportunities, or situations, particularly in areas where you have specific skills, knowledge, or expertise
- Serving as an ambassador and a public face of Diversity Role Models to the outside world
- With our assistance, understanding, and accepting the legal duties and responsibilities as a Director and Trustee including:
 - ensuring that Diversity Role Models complies with its governing documents, charity law, company law, and any other relevant legislation or regulation
 - confirming that Diversity Role Models pursues its objects as defined in its governing documents
 - certifying that Diversity Role Models uses its resources exclusively in pursuance of its objects
 - safeguarding the good name, reputation, and values of Diversity Role Models
 - managing the financial stability of Diversity Role Models

You can find out more about what it means to be a charity Trustee in the document: "[The essential trustee: what you need to know, what you need to do](#)", provided by the Charity Commission of England and Wales.