



Association for Real Change (ARC) Chair Role Description

ARC's vision is to celebrate difference, respect, listen to and include everyone. Our work benefits people with learning disabilities, autistic people, or people with other support needs - and their families.

Our aims are to improve:

- Knowledge and Rights
- Choice and Control
- Inclusion and Equality.

Overview of a Chair

Trustees have individual and collective responsibility to ensure the highest standards of Governance for ARC to deliver our exciting new strategic vision and help ensure the long-term future and success of ARC.

Clarity of the Chair of Trustees' role not only helps the Chair but also the Trustees and the Strategic Leadership Team. The role of the Chair is an evolving one as governance has taken a greater prominence in organisational expectation.

ARC has adopted a collective leadership model where accountability is delegated to a Strategic Leadership Team (comprising Directors of ARC England, Scotland, Northern Ireland and Finance), rather than a CEO.

It is therefore important that the Chair's role is kept up-to-date with these developments, which reflects an increasing emphasis on leadership, strategy, risk, accountability and performance.

The key duties of an ARC trustee are to:

- Make sure the charity does what it says
- Follow the law
- Take care of the charity
- Keep the charity safe
- Do what is best for the charity
- Work as a team
- Not to make money from being a Trustee

As Chair, you will provide leadership to the Board:

1. To ensure the key duties of a Trustee are upheld
2. To ensure proper and efficient conduct of Board meetings
3. To ensure that support is available for the Strategic Leadership Team for them to achieve their overall objectives
4. To guard the long-term future of ARC

Through:

Ensure the key duties of a Trustee are upheld

- 1.1 Leading the Board and to ensure that Trustees fulfil their duties and responsibilities for the proper governance of the Association.
- 1.2 Ensuring ARC has a governance structure that is appropriate to an organisation of its size/complexity, stage of development, and its charitable objects and that these structures and the governing instruments are reviewed regularly.
- 1.3 Ensuring the Board delegates sufficient authority to its Trustees, the Strategic Leadership Team, the Chair and others to enable the business of the Association to be carried on effectively between meetings of the Board.
- 1.4 Ensuring the Board has on it the skills it requires to govern the Association well and these skills are utilised, and that the Board has access to relevant external professional advice and expertise.
- 1.5 Ensuring that the different policy political and social landscapes in the countries that ARC operates and which are reflected in the different ways in which ARC achieves its aims in the four countries are respected and preserved.
- 1.6 Ensuring the Board of Trustees regularly reviews its performance.

Ensure proper and efficient conduct of Board meetings

- 2.1 Chairing Board meetings effectively, encouraging participation, seeking consensus, balancing the need for full debate on key questions with the expeditious dispatch of business so as to reach clear and agreed decisions as swiftly as possible.
- 2.2 Taking an active role in ensuring that Board agendas are meaningful and reflect the key responsibilities of Trustees and that decisions taken at meetings are implemented
- 2.3 Ensuring that the Strategic Leadership Team provide the Board with relevant, timely and accurate information in order to allow the Board to discharge its responsibilities.

- 2.4 Ensuring that Board decisions are made in the best, long-term interests of the Association and that the Board takes collective ownership of these decisions.

Ensure that support is available for the Strategic Leadership Team for them to achieve their overall objectives

- 3.1 Providing leadership to the Strategic Leadership Team (SLT) to ensure that ARC is run in accordance with the decisions of the Board and ARC's governing documents.
- 3.2 Ensuring the SLT is clear about the key performance indicators by which it will be held accountable.
- 3.3 Ensuring there are appropriate mechanisms, for the effective flow of information between the Board and SLT.
- 3.4 Ensuring there are clear and open processes for the recruitment and for setting and reviewing the remuneration package of the Strategic Leadership Team.

Guard the long-term future of ARC

- 4.1 Ensuring the Board upholds the Articles of the Association and signs off the mission, vision, strategy for ARC within the powers and restrictions in its charitable objects and governing instruments.
- 4.2 Ensuring major risks to which ARC is exposed are reviewed regularly and systems are established to mitigate these risks without ARC becoming risk averse.
- 4.3 Ensuring ARC has a satisfactory system for holding in trust for the beneficiaries' moneys, properties and other assets and ensure that moneys are invested to the maximum benefit of the Association, within the constraints of the law and ethical and other policies laid down by the Board.
- 4.4 Ensuring the Board and ARC hear the voices and views of key stakeholders, especially beneficiaries.

Person Specification

- Experience of working with a Board, either as a Chair, Trustee or senior executive
- A commitment to the values and principles of human rights, equality and inclusion.
- Understanding of the experiences of people with learning disabilities, autistic people, or people with other support needs - and their families.
- A commitment to the value of partnership approaches to address challenges and capitalise on opportunities.
- An ability to effectively communicate in groups.

Practical Support

This will include the following:

- Administrative support from the ARC Governance Co-ordinator.
- Support available from Trustees as appropriate.

Time commitment:

There are 5 meetings per year as outlined below. In person meetings will require travel time and the potential of an overnight stay. Board meetings are between 2-3 hours in length. In between meetings there may be some shared responsibility with other trustees to stay connected with SLT and be agile to any remote Board input needed in-between meetings. Therefore 4 hours per month with flexibility year-round is a good indicator of time commitment.

Reporting Quarter:	Q1 (Apr-Jun)	Extra Meeting	Q2 (Jul-Sep)	Q3 (Oct-Dec)	Q4 (Jan-Mar)
Meeting Month:	September	November	December	March	June
Meeting Focus:	AGM & Celebrations	SLT 360 Appraisals and Pay Review	Risk Register Review & Remedies	Strategy Review Business Plans & Budgets	Governance Plan <i>(inc. trustee skills evaluation)</i> & Compliance Reports
Meeting Type:	In Person	Online	Online	In Person	Online

Terms of Office:

The Chair post may be held for a term of 3 years, then the post holder may stand for re-election for a further 3 years, after which time the post holder must stand down from the position.

Remuneration:

No salary is payable in relation to this role however reasonable travel and subsistence expenses will be paid for business trips, including accommodation where required.