## **Chairperson**

## **Core Responsibilities**

### **Board Leadership**

* Lead all Board meetings to ensure effective and efficient progress in line with the pre-set agenda.
* Manage time effectively during meetings, encouraging active participation and inclusive discussions among all Board members.
* Ensure that each Board member reports on the progress of their role-specific duties from previous business.
* Promote collaboration within the Board to ensure both strategic and operational efficiency of the organisation.

### **Agenda and Information Management**

* Ensure the agenda accurately reflects all concerns and key issues by facilitating the inclusion of relevant items.
* Confirm that Board members are provided with sufficient information in advance to make informed decisions.

### **Governance Oversight**

* Work with the Governance Director to ensure that all operations comply with relevant legislation, regulations, and best practice.
* Encourage Directors to prioritise governance responsibilities within their own areas.

### **External Communications**

* Oversee all public and media statements in coordination with the PR Officer.
* Act as a liaison with legal representatives when required.

### **Advocacy and Values**

* Ensure the voice and interests of service users remain central to all decision-making.
* Uphold and promote the core mission and values of Haven Hub CLG.

## **Operational Commitments**

* Complete all mandatory volunteer training (e.g., Induction, QPR, MAPA, Child First).
* Provide a report at each Board meeting outlining updates and status of Chairperson responsibilities.
* Attend at least 70% of committee meetings.
* Vote only in the event of a tie among the Board of Directors.

## **Legal Duties**

* Ensure that Haven Hub CLG is fulfilling its charitable objectives for public benefit.
* Comply with the organisation’s Governing Document and charity law.
* Remain accountable for the charity’s operations and legal compliance.
* Manage resources responsibly and with due care.
* Act in the best interest of Haven Hub CLG at all times.
* Demonstrate reasonable care, diligence, and skill in all activities and decisions.

### **Essential Skills and Experience**

* Ability to dedicate sufficient time for Board meetings and duties.
* Strong understanding of governance standards, including the Charities Regulator’s Governance Code and internal controls.
* Demonstrated ability to think and plan strategically, with a focus on long-term impact and sustainability.
* Excellent leadership, facilitation, and communication skills.
* A commitment to the mission, values, and goals of Haven Hub CLG.