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**Ara - BRISTOL**

**THE ROLE OF THE CHAIR**

**Background:** Ara is based in Bristol but our services extend to South Wales, Somerset.and Gloucestershire.

Ara has been providing treatment and support to people recovering from drug and/or alcohol addiction for over 30 years.

Currently our principle activity is :

* The provision of substance misuse housing support for over 300 clients per year
* Talking therapies for 1500 people per year with mental health problems who are case managed in Primary Care through our ‘Connect Psychology’ service.
* We provide treatment services for 500 people per year with or affected by a gambling addiction.
* We work in partnership with other organisations across the west country delivering hospital liasions, specialist outreach services for hard to reach groups including those in rural areas enabling those people to access treatment services.

Ara employs over 50 staff and volunteers across our services

The Board of Trustees is comprised of people with a wide range of relevant skills and experience.

Ara has an annual turnover of £2.2 million

**Job Title:** Chair of The Board of Trustees.

**Direct Reporting to the Chair:** Board of Trustees and the Chief Executive (CEO)

# 1. Role Summary

* Providing leadership and direction to the Board of Trustees to enable the Board to fulfill their responsibilities for the overall governance and strategic direction of the organisation.
* Ensuring that the organisation pursues its objects as defined in its governing document, Memorandum and Articles charity law, company law and other relevant legislation and regulations.
* Working in partnership and meeting regularly with the CEO to support the employees, helping them achieve the aims of the organisation; and to optimise the relationship between the Board of Trustees and the staff.
* Facilitating the Board of Trustees to achieve appropriate and carefully considered strategic decision-making.

**2. Main Responsibilities of the Chair**

**In relation to the Board :**

* Develop and regularly review Ara’s long-term strategic aims.
* Identify and monitor the risks in achieving the long-term aims and the annual business plan.
* Develop and agree organisational goals and targets to achieve long-term strategic aims and to evaluate performance against these.
* Approve the annual cycle of board meetings and to approve meeting agendas; to chair and facilitate meetings and monitor decisions taken at meetings, ensuring they are implemented.
* Liaise regularly with the CEO and the Finance Director [FD] to maintain a clear understanding of the charity’s financial position and to ensure full and timely financial transparency and information disclosure to the Board.
* Lead and support other board members to fulfil their responsibilities and enable access to training/coaching/information to enhance the overall contribution of the board.
* In conjunction with the Vice Chair hold bi – annual board members reviews and contribution discussions.
* Encourage team working among board members and encourage them to identify and recruit new trustees as required.
* Create a strong and fulfilling working relationship with board members and the CEO through regular reviews and self-reflective evaluation of the contributions and effectiveness of the board.

**In relation to the CEO :**

* With the participation of the Board, appoint the CEO and lead the process of appraising and constructively guiding her/his performance.
* Ensure the legal and financial integrity of the organisation.
* Consult with the CEO on matters of strategy, governance, finance and HR.
* Oversee the CEO’s activities in the context of the implementation of Board’s strategy and policies.
* Maintain careful oversight of any risk to reputation and/or financial standing of the organisation.
* Receive regular informal progress reports of the organisation’s work and financial performance through the CEO and FD.

**In relation to other matters :**

* Represent the organisation as a spokesperson at appropriate events, meetings or functions.
* Have oversight of the property of the organisation.
* Lead the Board in fostering relations with potential clients, potential funders and donors.
* Facilitate change and address conflict within the Board, within the organisation and work with the CEO to achieve this.
* Assure that the organisation is compliant with legal obligations and has key policies, e.g. Equality of Opportunity, Health & Safety
* Attend and be a member of other committees or working groups when appropriate.
* Develop and maintain good relations with ARA’s external advisors e.g. auditors.

**3. Time Commitment**

* The Board meets at least five times a year and the Chair is expected to be available for a majority of these. The Chair must devote enough time to study and reflect on board agendas and papers and, when necessary, to prepare short papers on key issues.
* It is important that the Chair is able to visit Ara’s office and to be available to the CEO and FD when necessary between board meetings.
* In addition to board meetings, other regular contact, usually by email or by telephone, will be necessary.

**4. Qualities of a Chair**

**Essential**

* Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship and adhering to the **‘Seven principles of public life’:** selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
* Commitment to Ara’s objects, aims and values and having the willingness and enthusiasm to devote time to carry out responsibilities.
* Strategic and forward looking vision in relation to Ara’s objects and aims.
* Objective and independent judgement, political impartiality and the ability to think creatively in the context of the organisation and the external operating environment.
* Good communication and interpersonal skills and the ability to respect the confidences of colleagues.
* The ability to balance tact and diplomacy with a commitment to challenge and constructively criticise when necessary.

**Desirable**

* Previous experience of serving on a board.
* Knowledge of the type of work undertaken by Ara and the needs of its service users,
* Understanding of the voluntary sector and the commissioning process.
* Experience of chairing meetings, committee work, some experience of charity finance and charity fundraising.
* Leadership skills employed through a period change.