



## Chair of Trustees

The Chair leads the Board of Trustees for Oxfordshire Youth, ensuring that it governs the charity effectively, in service of the charity's vision and mission. The Chair leads in an inclusive way, supporting the Board to work together well, and providing support and challenge to the Chief Executive. The Chair is an ambassador for the charity and is pivotal to the continued growth and success of Oxfordshire Youth.

Oxfordshire Youth's Mission is to meet the needs and aspirations of young people and build a resilient youth sector across Oxfordshire. Our Vision is for all young people to be empowered, feel respected, and know that they are valued.

Please visit [Oxfordshire Youth's website](#) for full information and details of how to apply.

### Key responsibilities

- Work in partnership with the Chief Executive and staff teams to achieve Oxfordshire Youth's mission
- Plan and chair Board meetings
- Provide strategic leadership to the organisation and the Board to maintain focus on the delivery of the organisation's charitable purposes
- Drive the strategic and continued growth and development of the charity and ensure that decisions taken at Board meetings are implemented
- Work in partnership with the Chief Executive and staff teams to optimise the relationship between the Board and Oxfordshire Youth's staff and volunteers
- Act as a representative for Oxfordshire Youth with sponsors, funders and partners, acting as its spokesperson at functions and external meetings
- To champion and support equity, diversity, and inclusion
- Be open to receiving feedback and appraisal from other trustees and staff members
- With the Chief Executive:
  - Plan the annual cycle of Board meetings and other general meetings
  - Set agendas for Board and other general meetings
  - Develop the Board of Trustees including induction, training, appraisal and succession planning

- Address conflict within the Board and within the organisation, liaising with the Chief Executive (if staff are involved) to achieve this
- Liaise with the Chief Executive to keep an overview of the organisation's affairs and to provide support as appropriate
- Sit on appointment and disciplinary panels

The Deputy Chair acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair. The Chair and Deputy Chair work together to support the Chief Executive and appraise the Chief Executive's performance.

## Person specification

### Essential Requirements

- Experience of being a trustee of a charity
- Experience in leading an organisation or charity through a period of growth (in a voluntary or employed capacity)
- Leadership experience, including experience governing and chairing meetings
- A keen sense of strategic purpose
- An inclusive leadership style
- The ability to listen and engage effectively: comfortable with challenge and debate and able to encourage that in others, whilst fostering a collaborative Board environment
- A strong advocate: able and willing to champion Oxfordshire Youth's work through personal networks, social media, and other relevant channels
- A strong personal commitment to equity, diversity, and inclusion
- Ability to be impartial and objective in decision making
- Responsive and available to support the charity and Chief Executive as required

### Beneficial skills or experience

- Experience of working within the youth sector is desirable
- Experience of leading or managing change is desirable

## Responsibilities of all trustees

In addition to the above, the Chair will have the following key trustee responsibilities:

- Support and provide advice on Oxfordshire Youth's purpose, vision, goals and activities
- Oversee Oxfordshire Youth's financial plans and budgets and monitor and evaluate progress, as guided by the Treasurer
- Contribute to the broader promotion of Oxfordshire Youth's objects, aims and reputation by applying one's skills, expertise, knowledge and contacts

All trustees are expected to have these qualities:

- Enthusiasm for Oxfordshire Youth's vision and mission
- Willingness and ability to understand and accept one's responsibilities and liabilities as a trustee and to act in the best interests of the organisation
- Ability to think creatively and strategically, to exercise sound independent judgement
- Effective communication skills and willingness to participate actively in discussion
- Willingness to lead according to Oxfordshire Youth's values (Inclusive, Ambitious, Trustworthy, Innovative, Reflective, Self-Nurturing)
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership

## **Terms of appointment**

### **Terms of office**

- Trustees are appointed for a three-year term of office. This can be renewed twice, for a total run of nine consecutive years. At this point, a trustee must stand down for a year. They will be eligible again after that one-year break.
- This is a voluntary position, but reasonable expenses will be reimbursed.

### **Time commitment**

- Attending six board meetings annually. Currently, meetings are held remotely and in person on an alternating basis. Meetings take place on a Thursday evening.
- Regular meetings with the CEO, with the flexibility to respond swiftly to the occasional ad hoc issue.
- Attendance at sub-committee meetings as agreed/required
- Attending annual whole organisation team days (two per year), and other such events where possible.