

## Role of the Chair

The Charity Commission's overview for the Chair of the Board of Trustees can be found here [Charity Officers: The Chair](#)

In addition to the key points in the Charity Commission guidance, the following responsibilities relate specifically to the role at the Woodland Trust:

### 1. Chair of the Board of Trustees

#### 1.1. Main Responsibilities:

- a. Provide leadership and direction to the Board, enabling it to fulfil its responsibilities for the overall governance and strategic direction of the Woodland Trust.
- b. Governance focus ensuring the Board focuses on its governance role and understands the difference between governance and management.
- c. Chair Board meetings effectively, seeking consensus to reach clear and agreed decisions efficiently. Encourage all trustees to participate and challenge constructively.
- d. Decision-making made in the best long-term interests of the charity that the Board takes collective ownership of.
- e. Delegation of sufficient Board authority to its committees, the CEO, and others to enable effective business operations between Board meetings.
- f. Trustee recruitment that is systematic, open, and fair for the appointment, and co-option of trustees with the necessary skills and experience.
- g. Induction and development for each trustee, ensuring they receive appropriate advice, information, and training and regular reviews of their performance.
- h. Risk management reviewing major risks and ensuring systems are established to mitigate these risks.
- i. Stakeholder engagement ensuring the Board and the charity are open to the voices and views of stakeholders.

#### 1.2. Support and Challenge to the CEO:

- a. Communication: Develop a professional relationship with the CEO, ensuring open communication about concerns and challenges. Ensure the CEO provides relevant, honest, timely, high-quality information and advice to the Board.

- b. Constructive challenge: Ensure the Chair of the Board and trustees challenge the CEO constructively and in the best interests of the Woodland Trust.

## **2. Role of the Committee Chair**

### **2.1. Key Responsibilities:**

- a. Committee leadership providing direction to the committee, ensuring it fulfils its responsibilities effectively.
- b. Meeting management by Chairing committee meetings, ensuring they are conducted efficiently and that all members have the opportunity to contribute.
- c. Preparation of meaningful agendas and relevant papers provided to committee members in advance.
- d. Facilitating decision-making for well-rounded and carefully considered conversation within the committee.
- e. Reporting on the committee's activities and decisions to the Board of Trustees.
- f. Delegation to the committee of appropriate tasks and overseeing their effective completion.
- g. Stakeholder engagement with relevant stakeholders to inform the committee's work and decisions.