



Scottish Community Safety Network Chairperson

Role Description

Purpose

- To lead and facilitate the Board in ensuring that it fulfils its responsibilities for the governance of the organisation.
- To maintain an independent position and balance between the varying interests on the Board.
- To seek views and strive to achieve consensus from Board members in the development of policies and strategic and other decisions.

General responsibilities

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that the organisation pursues its objects as defined in its governing document.
- To ensure the organisation applies its resources exclusively in pursuance of its objects.
- To contribute actively to the Board of Trustees' role in giving strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the name and values of the organisation.
- To ensure the charity takes steps to protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- To maintain the appointment of the Chief Executive, and to monitor his/her performance

This may involve:

- Scrutinising Board papers

- Leading discussions
- Focussing on key issues
- Providing guidance on new initiatives
- Chairing, serving on or attending Committees of the Board as required

Additional duties of the chair

- Setting agendas for Board meetings in liaison with the Chief Executive
- Chairing and facilitating Board meetings
- Giving strategic direction to Board policy making
- Monitoring the implementation of decisions made.
- Representing the organisation at functions and meetings
- Acting as a spokesperson as appropriate
- Bringing impartiality and objectivity to decision making
- Liaising with the Chief Executive to keep an overview of the organisation's affairs and to provide support to the Chief Executive
- Leading the process of recruitment for the Board
- Liaising with the Chief Executive to develop the Board of trustees
- Facilitating change and addressing conflict within the Board (with support from the Chief Executive)
- Be willing to promote the work of the SCSN to their own network of individuals and proactively ask for support

It is anticipated that the duties of the Chair are likely to take about 2 days a month.

The Chair should not have any significant interest or association with any organisation that conflicts with the goals and objectives of The SCSN.

Person Specification

Qualities, Skills and Knowledge:

Representing the SCSN

- Passion for improving the lives of people in Scotland
- Ability to develop constructive relationships with internal and external stakeholders as well as with the Board and Senior Management Team
- Excellent leadership, influencing, communication, and networking skills
- Commitment to mutual respect, integrity, openness and accountability
- In tune with the wider external environment and the way it impacts on the SCSN

Chairing meetings to achieve good decision making in the delivery of the SCSN's strategic direction

- Successful in creating a constructive board environment, enabling the board to work collaboratively to achieve compromise and consensus
- Harnesses the skills, experience and energy of the Board team
- Encourages constructive challenge and seeks the views of all
- Ability to appraise Board effectiveness and take appropriate action
- Commitment to extending diversity across the work of the SCSN
- Strongly committed to equality of opportunity, transparency, inclusivity, ethical standards and the values of the SCSN.

Experience

Essential

- A successful track record of leading the formulation and delivery of effective organisational objectives, strategies and policies at a senior level.
- A solid understanding of the efficient and effective management of an organisation's financial, human and other resources
- A well-connected individual who has a large network and is willing to promote the work of the SCSN to it and proactively ask for support
- Experience of a charity board.
- Knowledge and understand of charity legislation and governance.

Desirable

- Experience of Chairing a body or panel with a varied composition
- Experience within the Charity sector
- Experience of risk and fiscal assessment
- Experience in one or more of the following
 - Public relations
 - Marketing strategy and business development
 - Social investment
 - Developing funding streams
 - Grants and trusts fundraising