**Role Profile and Person Specification for Convenor of the Board of Trustees**

**Background / context**

In accordance with the Scottish Council for Voluntary Organisation’s guidelines, our directors are there to provide sound governance and strategic direction to the organisation. All of our directors are expected to act in the best interests of the organisation and its beneficiaries at all times, following requirements of law and regulation. To enable us to meet our aims, our directors should collectively perform the following functions:

* Set and maintain the vision, mission and values of the organisation
* Develop direction, strategy and planning
* Ensure the organisation has the structure and resources for its work
* Establish policies and procedures to govern organisational activity, including guidance for the board, volunteers and staff
* Establish systems for reporting and monitoring
* Manage risk and ensure compliance and accountability with the governing document, external regulators and the law
* Make certain that the financial affairs of the organisation are conducted properly and are accurately reported

**Specific responsibilities for the role of Convenor**

Leading the board and ensuring the right balance of skills required:

* Chair 6 – 8 board meetings each year
* Chair Annual General Meeting
* Prepare and present the Annual Report and Accounts at the Annual General Meeting
* Following up with charity board directors on items or actions
* Encouraging dialogue and participation from board trustees
* Ensure staff, volunteer and beneficiary views and experience inform board decision-making
* Developing an ethical culture in line with the values of the organisation
* Leading on recruitment of suitable new board trustees

Strategic oversight:

* Developing and maintaining oversight of organisational strategy
* Leading board sessions to develop and review strategic and business plans

Promoting good governance and financial planning:

* Overseeing the legal and regulatory requirements and annual financial reporting of the organisation
* Ensure the Executive Director and Treasurer provide clear direction to the board on financial planning and reporting, including budgets, forecasts and accurate financial documentation
* Ensure the funding strategy, fundraising, and compliance with funders’ requirements meet the needs of the organisation

Staff management:

* Ensuring effective arrangements are in place regarding recruitment, staff and volunteer management, development and support, and good HR practices
* Providing support to the charity Executive Director, through regular 1:1 supervision
* Participating in recruitment and selection shortlisting and interviews as required

Acting as a figurehead or spokesperson where required:

* Being visible and approachable to staff, volunteers and friends of the organisation through attendance at social events, training and fundraising events
* Attending meetings of political or high-profile nature
* Speaking at public events where required
* Developing network of contacts and maintaining effective partnerships with other organisations, together with the charity’s Executive Director

**Person Specification**

* Commitment to the values of Befrienders Highland
* Previous experience of chairing another charity or social enterprise board preferred, or an understanding of the role gained in a different capacity (e.g. having served on a board in a different role)
* Sound knowledge of financial reporting and governance oversight preferred
* Experience and knowledge of the mental health sector through either lived experience or work experience
* Experience of sourcing funding preferable
* Good network of contacts in Highland and beyond
* Strategic thinker
* Confident public speaker
* Approachable nature with strong ethical values and inspiring leadership