



The Talent Foundry

Role Description Chair of Trustees

All trustees have joint governing responsibilities with other trustees to hold The Talent Foundry Trust hereafter called the Charity “in trust” for current and future beneficiaries by:

- Ensuring that the Charity has a clear vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of the Charity and for its “corporate” behaviour; ensuring that the Charity complies with all legal and regulatory requirements.
- Acting as guardians of the Charity’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Ensuring that the Charity’s governance is of the highest possible standard

The Chair takes on additional responsibilities to include:

- helping plan trustee meetings and members’ meetings
- ensuring that meetings are properly run and recorded
- taking the lead on ensuring that trustees comply with their duties and that the charity is well governed
- having a second or casting vote if a vote on a trustees’ decision is tied, but only if this is specified in the charity’s governing document
- acting as a spokesperson for the charity
- acting as a link between trustees and staff where needed
- line management of the chief executive on behalf of the trustees
- selecting new trustees and recommending them to the Board for appointment

As well as the various statutory duties, the Chair should make full use of any specific skills, knowledge or experience to help the board make good decisions.

The above list of duties is indicative only and not exhaustive. The Chair of Trustees will be expected to perform all such additional duties as are reasonably commensurate with the role.