



## CHAIR – ROLE DESCRIPTION

**Date:** November 24

**Job Title:** CHAIR, More Trees

**Purpose:** To provide leadership to the Board in developing and delivering its objectives, and to ensure it fulfils its responsibilities for governance and the strategic direction of More Trees. To work in partnership to support and enable the Director to manage the charity and staff and to achieve its vision.

**Responsible to:** Board of Trustees

**Term:** Trustees are appointed for a 3-year term of office, renewal for 2 further terms to a maximum of 9 years. A charity trustee who has served for three consecutive terms may not be reappointed for a fourth consecutive term but may be reappointed after an interval of at least one year.

This is a voluntary position, but reasonable expenses will be reimbursed.

**Time commitment:** Attend and prepare for quarterly committee meetings (c. 2.5 hours).  
Regular meetings with Director (c. 30 minutes each).  
Weekly review of emails and actions (c. 15-30 minutes).  
Ad hoc support through strategy days and/or support to management committee/staff.

### Background

More Trees started planting trees in 2008 and since then have planted over 16,000 trees in and around Bath & north east Somerset. In 2021, we took on our first employee and have been focussing since then on growing our own trees with local provenance. In 2022 we took the bold step to become a registered charity (CIO). Today we have a growing community of volunteers, three employees including a new Director and a board of Trustees. We are now at an exciting stage of our journey as we accept larger funding and look to grow and increase our work and team and our Board of trustees will play a key role in this.

The Chair leads the board, ensuring that it governs the charity effectively, in service of the charity's vision, mission and objectives. Leading in an inclusive way, the Chair supports the



board to work together well, and to provide support and challenge to the Director and More Trees team.

### Key Tasks

- Provides leadership to the charity and the Board and ensures it is operating within its charitable objectives.
- Leads the board in ensuring that it fulfils its responsibilities for the governance of the organisation.
- Leads the Board in strategic planning and goal setting, and monitoring delivery and performance.
- Puts arrangements in place so that the Board is able to regularly review major risks and associated opportunities and to maintain sound financial health of the charity.
- Encourages all Trustees to engage with their duties and fully participate in meetings.
- Plan and chair the board meetings, with others as appropriate.
- Work closely with the Director to give direction and to ensure that meetings are well planned and productive.
- Ensures the Board is impartial, objective and transparent in its decision-making processes.
- Works in partnership with the Director and team to achieve the vision.
- Establishes and build a strong, effective and a constructive working relationship with the Director, respecting the boundaries between the two roles, and review agreed objectives
- Ensures board members and staff are recruited as and when required.
- Acts as a spokesperson and ambassador for More Trees and represent the charity at external functions, meetings and events.

### Requirements

- Experience of operating at a senior strategic leadership level with a track record of achievement
- Experience of working with or as part of a Board and charity governance
- Financial management expertise and a broad understanding of charity finance issues
- Experience of external representation, delivering presentations and managing stakeholders
- Significant experience of chairing meetings and events
- Strong leadership skills and the ability to foster and promote a collaborative team environment
- Personal gravitas to lead and strong inter-personal and relationship building skills
- Strong networking capabilities and a willingness to champion More Trees through personal networks, social media, and other channels.



- An inclusive leadership style with tact and diplomacy and the ability to listen and engage effectively

## Expectations

In addition to the above, the Chair will also have the responsibilities and qualities of all trustees (see separate role description).

As a small charity, there will be times when the trustees will need to be actively involved beyond Board meetings. This may involve reading board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

## Personal Qualities

- A confident and dynamic individual who embraces a challenge.
- A willingness to bring energy, enthusiasm and commitment to the role including understanding and accepting the role responsibilities.
- A passion for and an understanding of our vision and mission.
- A willingness to lead according to our values.
- A willingness to participate actively in discussion.
- Be approachable, flexible and able to work as part of a team.
- A strong personal commitment to equity, diversity and inclusion.
- A lover of trees!