

## Job Description

### Chair Elect

Autism Family Support Oxfordshire (AFSO) would like to invite applications for the position of Chair Elect, commencing in early 2021. This is an opportunity to join an award-winning and highly regarded charity and lead our Board of Trustees into an exciting phase of development.

The purpose of a Chair Elect is to ensure consistency when the Chairman retires, and so the responsibility of the Chair Elect is to familiarise themselves with the workings of AFSO and the people and organisations involved. They will also take on responsibilities delegated to them by the Chair and deputise for them during any absence. They should work closely with the Chair to establish a constructive relationship, share responsibilities and act as a substitute for the Chair whenever required. It is envisaged that the Chair Elect would assume the duties of Chair within 6 months of appointment.

#### MAIN RESPONSIBILITIES

- To work in partnership with the Chief Executive Officer and Trustees to ensure that Autism Family Support Oxfordshire (AFSO) has a clear vision, mission and strategic direction and the charity, Trustees and Chief Executive Officer are focussed on achieving these.
- To develop and maintain a close working relationship with the CEO and to discuss ideas, act as a source of advice and support, and be a critical friend.
- To ensure the Board of Trustees fulfils its duties and responsibilities for the proper governance of AFSO.
- To set the agenda and chair meetings of the Board of Trustees.
- To ensure that the Board decisions are made in the best long-term interests of the charity and that the Board takes collective ownership of these decisions.
- To monitor that decisions taken at the Board meetings are implemented.

**Remuneration:** This is an unpaid role. All reasonable travel and out of pocket expenses will be covered.

**Duration:** Initial 3-year term as Chair

**Time commitment:** Equivalent of 2 days per month

**Location:** Meetings are usually held at our office in Abingdon, Oxfordshire. Meetings are currently being held remotely.

**Closing date for applications:** 5<sup>th</sup> January 12pm noon.

**Start Date:** January 2021 or soon after

## Person Specification

The successful candidate will have all the experience and skills listed in the Essential Criteria below. These criteria will be assessed in the shortlisting process.

#### Essential:

- Prior experience as a Trustee, including understanding governance, best practice and the legal and regulatory environment in which charities operate.
- Relevant experience and knowledge with which to lead the charity and provide effective support and challenge to the Board of Trustees.
- Empathy with the purpose and aims of the charity.

- Enthusiasm, energy and time to commit to this role.
- Excellent attention to detail.
- Practical experience of engaging with strategy and of helping to develop and grow an organisation.
- Good leadership and team building skills.
- Willingness to make recommendations to the Board and to speak their mind with diplomacy.
- Ability to make sound, independent judgements.

**Desirable:**

- A background in one or more of the following areas: business, marketing, fundraising and digital technology.
- A wider involvement with the charity or voluntary sector and other networks.
- Links with the local business community.

To serve as Chair Elect you must be over the age of 16 and not disqualified because of bankruptcy, unspent criminal convictions for offences of deception or dishonesty of a legal order for removal/disqualification as a trustee or company director. It is a criminal offence to act as a trustee while disqualified.

Please note: all Trustees including the Chair are required to have a Disclosure and Barring Service (DBS) check and hold an up to date certificate throughout their tenure. This will be arranged by AFSO on appointment.