

MAGIC CARPET ARTS

Chair of Trustees

The Board of Trustees of Magic Carpet are seeking a new Chair willing to commit a minimum of two years to lead an energetic and committed Board with a wide range of skills. The Board meets once a month and there are several small sub groups working with the Chief Executive on areas such as Finance, Projects and Funding.

**Role Summary**

The role of the Chair is to provide leadership and direction to the board of Trustees. The Chair’s aim is to enable the board to fulfil their responsibilities for the overall governance and strategic direction of Magic Carpet.

The Chair will ensure that the charity complies with its governing document, charity law, and any other relevant legislation or regulations and to make sure that the charity pursues its objects as defined in its governing document.

The Chair's role is also to work in partnership with the Chief Executive and support the employees, helping them achieve the aims of the organisation; and to optimise the relationship between the Board of Trustees and the staff.

The Chair will ensure that the charity has a clear vision, mission and strategic plan, and that there is a common understanding of these by the Chief Executive and the Trustees.

**Main Responsibilities of the Chair**

* Providing leadership for the board of trustees in their role of setting the strategy and policy of the organisation.
* Chairing and facilitating the board meetings.
* Liaise regularly with the Treasurer to maintain a clear grasp of the charity’s financial position and to ensure full and timely financial transparency and information disclosure to the Board
* Acting as a spokesperson for the organisation where appropriate.
* Consult with chief executive on matters of strategy, governance, finance and HR.
* Oversee the chief executives activities in the context of the implementation of Board’s strategy and policies.
* Receive regular informal progress reports of the organisation’s work and financial performance through the chief executive.
* To ensure that the chief executive’s performance is reviewed informally at regular one-to-one meetings throughout the year and more formally annually.

**Qualities we are looking for:**

* Commitment to the organisation, and some understanding of the voluntary sector.
* Integrity, strategic vision and good/independent judgement
* Good communication skills
* Willingness to speak one’s mind and listen to the views of others.
* An ability to work effectively as a member of a team.
* Understanding of the legal responsibilities and liabilities of a trustee.
* A minimum of 2 years commitment