

## **Braintree District Mencap Society Chairperson Role Description & Person Specification**

The Chairperson has a strategic role to play in representing the vision and purpose of Braintree Mencap. The Chairperson ensures that the Trustee Board and associated committees function properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out.

### **Ensure the Trustee Board functions properly**

- To plan and run meetings in accordance with the governing document.
- To ensure matters are dealt with in an orderly, efficient manner.
- To bring impartiality and objectivity to meetings and decision-making.
- To facilitate change and address conflict within the Board.
- To review governance performance and skills.
- To plan for recruitment and renewal of the Board of Trustees.

### **Ensure the organisation is managed effectively**

- To liaise with the Chief Executive Officer, as appropriate, to keep an overview of the organisation's affairs.
- To co-ordinate the Board to ensure responsibilities for particular aspects of management (e.g. personnel matters, financial control etc) are met and specialist expertise is employed as required.
- To facilitate change and address conflict within the organisation, liaising with the Chief Executive Officer to achieve this.

### **Provide support and supervision to staff**

- To directly line manage the Chief Executive Officer of Braintree District Mencap Society.
- To sit on appointment and final appeal grievance panels, as appropriate.

## **Represent the organisation**

- To communicate effectively the vision and purpose of Braintree District Mencap Society.
- To advocate for and represent the Society at external meetings and events.
- To be aware of current issues that might affect the organisation.

## **Qualities and Skills Required**

- Good leadership skills.
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Ability to ensure decisions are taken and followed-up.
- Tact and diplomacy.
- Understanding of the roles/responsibilities of a Board of Trustees.
- Experience of organisational and people management.
- Knowledge of the operating environment for charities.

**Time Commitment:** The role of Chair requires an estimated commitment of 2/3 hours a week.

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