**Job Description**

**Role Description** Chair/ Vice Chair

**Responsible to** Trust Council

**Purpose of the role** The Chair carries the main responsibility for the integration of the Council’s processes and has to ensure that Council discharges its responsibilities for the governance of the Trust in accordance with the Trust’s governing documents and good practice as evidenced in the sources referred to in this Handbook.

The Chair and Vice-Chair must be fully committed to the aims, objectives and policies of the Trust and understand its priorities.

The role of the Vice-Chair is to deputise for the Chair in their absence.

**Key Duties**

* To assist Council in discharging its governance responsibilities in accordance with the Objectives of the Trust.
* To encourage the full participation of Trustees both in and outside Trustee meetings.
* To take the Chair at General Meetings and Council Meetings.
* To support the Chief Executive and communicate with the Chief Executive on behalf of Council on Trust matters.
* To ensure that the Trust is represented in, and contributes to, The Wildlife Trust movement.
* To represent the Trust at functions and meetings and act as spokesperson as appropriate.
* To act as Chair of Directors of the Trust for the purposes of the Companies Acts and other legislation relating to the management and administration of companies as it affects the Trust.
* To lead the drafting of the Annual Report to accompany the Accounts.

**Person Specification**

In addition to all of the general qualities required of Trustees, the Chair and Vice-Chair should have experience of committee work, good people skills, and exercise leadership, tact, diplomacy, impartiality and fairness.