



## **Tavistock Institute of Medical Psychology (TIMP), trading as 'Tavistock Relationships' - Chair of Trustees Job Description**

The Chair provides leadership for the board as it fulfils its governance duties and responsibilities toward the organisation including:

- setting vision, values, mission, strategy and high-level policy in accordance with charity regulations and the governing document;
- monitoring the organisation's performance against established targets;
- monitoring and protecting the financial stability of the organisation;
- protecting and managing organisational property and investments;
- safeguarding the organisation's reputation and values;
- ensuring organisational activities comply with regulations and the law;
- reviewing major risks and making provisions for the organisation to respond appropriately;
- using networks to promote the charity externally and assist with fundraising activities
- building the board membership – leading recruitment and induction and, in due course, establishing the succession process associated with chairing the board;
- leading the appointment of the Chief Executive Officer (CEO);
- leading CEO assessment (formally via an annual appraisal and informally throughout the year), providing feedback, support and offering appropriate development opportunities:
- organising and leading board development activities:
- chairing meetings and setting board agendas:
- keeping Trustees informed and appropriately updated between meetings, acting as a point of contact:
- overseeing the establishment and activities of board committees, ensuring that they are accountable and report properly to the board;
- monitoring conflict in the organisation, helping the CEO, staff, trustees and others resolve conflicts to protect the organisation's reputation and preserve morale;
- dealing and managing conflict on the board;
- acting as final adjudicator in complaints processes, particularly where the CEO is the subject of the complaint or grievance.
- delegating the above duties appropriately.

The Chair works with the CEO on behalf of the board, coordinating efforts between the governing body and the executive. The Chair meets regularly with the CEO to discuss strategic issues.