

**CHAIR OF TRUSTEES**

ROLE SUMMARY

### To provide leadership to the Board of the New Economics Foundation (NEF), supporting Trustees to effectively govern and set the strategic direction for the organization.

### To work with the Chief Executive Officer (CEO) to optimise the delivery of the charity’s strategy, capitalising on the wide range of experience across our Trustees, Staff and Fellows. The role includes providing support and constructive challenge to the CEO, ensuring accountability to the Board, as a whole.

* As an ambassador for NEF, actively demonstrate our values and behaviours, and advocate, for NEF in ways that complement the role of the Chief Executive.

### The role is supported by two other Honorary Officers - the Deputy Chair and the Treasurer. The Deputy Chair supports the good working relationship between Trustees and employees, strategy delivery and Board member recruitment. The Treasurer leads on Finance, Audit and Business Planning. Individual Trustees also lead on specific functions, e.g. communications, climate change, social policy, the new cultural economy.

SPECIFIC RESPONSIBILITIES

### As well as general trustee obligations, the Chair’s specific responsibilities are to:

* Provide leadership to Trustees in understanding and executing their role.
* Work with Trustees and the Chief Executive to ensure that there is a clear and shared understanding among Trustees, staff and stakeholders of our vision, mission, strategic objectives and impact in society.
* Champion the organisation’s approach of delivering evidence based change at both the grass roots level and within established power structures.
* Ensure effective processes and systems are put in place by the management team to provide succinct and accurate information that enables the Board to fulfil its functions
* Monitor the performance of the Board, and support its development so that Trustees are properly inducted and supported.
* Chair and facilitate Board meetings, including:
	+ facilitating evidence based decision making on strategy, policy, financial stewardship and risk exposure
	+ working with the Chief Executive to plan the annual cycle of meetings so that there is an effective flow of information and decisions are timely
* On behalf of the Board, support, supervise and appraise the Chief Executive and ensuring effective delegation – including monitoring and updating the scheme of delegation to the Chief Executive.
* Act as a final stage adjudicator for disciplinary and grievance procedures, if required.
* Work with the CEO and Trustees to ensure that there is effective reputation management of the organisation.
* As an ambassador for NEF, actively advocate for NEF’s cause at events, meetings and within influential networks.

KNOWLEDGE, EXPERIENCE, SKILLS AND ATTRIBUTES

**Overall attributes:**

* Proven ability as a credible leader that embraces NEF’s beliefs, values and charitable objectives and demonstrate a commitment to the type of culture we want
* Commands respect both internally and externally

**Leadership and governance:**

* Demonstrable experience in providing non-executive leadership and governance, based on a collegiate style of leadership and proven ability in exercising good judgment. To include relevant experience as a Chair of a Board.
* An understanding of charity governance and the importance of being accountable to the public and our stakeholders
* Proven abilities in developing effective strategies to achieve systemic change across the political, public, private and voluntary sectors
* The willingness, skills and time to have a visible presence within the organization and nurture a cohesive approach to the delivery of NEF’s mission
* Demonstrable commitment to championing equality and diversity

**External relationship management:**

* To be able to communicate convincingly NEF’s approach, based on experience of grass roots economic change, coupled with the ability to operate effectively within established power structures, influential networks
* Experience in overseeing the effective reputation management and profile-raising of an organisation, relevant partnership, campaign or movement
* Strong influencing skills and the ability to demonstrate independence of party politics