

## Job Description

### Chairperson

#### Introduction

The post holder is required to be a trustee and member of the Board.  
The Charities Act defines charity trustees as the people responsible under the charities governing document for controlling the administration and management of the charity.

#### 1. Aim

Under the Charities law, the Board of Trustees holds the ultimate responsibility for directing the affairs of the Gay Outdoor Club and ensuring that it is solvent, well run and delivering the charitable outcomes for which it has been set up.

This document seeks to define the key responsibilities of the trustees and provide clarity on the personal skill and experience required to successfully fulfil the role.

#### 2. Associated Documents

This Job Description and person specification should be read alongside the Articles of Association.

#### 3. Job Description

- 3.1 Act as the club's spokesperson in any situation in which public comment is required.
- 3.2 Chair board meetings (usually two per year)
- 3.3 It is our usual practice for the chairperson to chair the AGM, but this is subject to a proposal and vote at the start of the meeting.
- 3.4 Write the Trustees' Annual Report to be Submitted to the Charity Commission.
- 3.5 Liaise frequently with other trustees and office holders in order to ensure that things are going as they should, with all essential functions being properly covered, and club policy being implemented.
- 3.6 Lead the development and appropriate update of Strategy for the GOC with input and support from all Board members and the wider membership.
- 3.7 Work with the company secretary to recruit new trustees as required.
- 3.8 Resolve disagreements between trustees or other office holders.
- 3.9 Use the website, the magazine and other media to communicate frequently with members.
- 3.10 Be available as a 'sounding board' for trustees, other office holders and members in general.
- 3.11 Address the members who attend the Annual General Meeting.

#### 4. Person Specification

- 4.1 The chair needs to be a competent administrator, able to regularly attend the Annual Outdoor Gathering at which the AGM is always held.
- 4.2 They must have an open, friendly and welcoming approach and be polite at all times, even when dealing with a difficult situation, and be able to work with other trustees to fulfil the aims and objectives of the Gay Outdoor Club.
- 4.3 At all times, the chair needs to communicate enthusiasm, and a positive vision for the future of the club.

#### 5. General Qualities

As nearly all day-to-day interactions are via the internet, the Chair needs to be computer literate and adept at writing clear emails and news items.

#### 6. Specific Skills and Experience

May have previously held a senior post within GOC or another organisation.  
Must be able to attend board meetings.

#### 7. Appointment and Resignation

Trustees are usually elected each year at the AGM as per the Articles of Association. Although there is usually space on the board for members to be co-opted onto the board, these are generally used for securing individuals with skills and experience in fields required at the time. All trustees' terms of office are for one year only, and expire at the AGM. Existing trustees can offer themselves up for re-election each subsequent year, provided that they are sponsored as per the Articles of Association. Trustees may resign at any time.

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