

About the Chair of Trustees role



Job title

Chair



Pay

This is a voluntary role. You will not be paid a wage. But we will pay you for expenses like travel.



Length of time

This role is for 2 years. You may be chosen to be the Chair of Trustees one more time. The longest you can be in this role for is 4 years.



Who do you answer to?

the Board of Trustees

Aim of the role



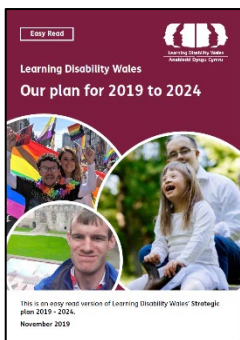
Lead and guide the Board of Trustees to make sure Learning Disability Wales achieves its goals.



Work with trustees to get people from different backgrounds, skills and experience on the Board of Trustees.



Build a good working relationship with the Chief Executive Officer – Zoe Richards.

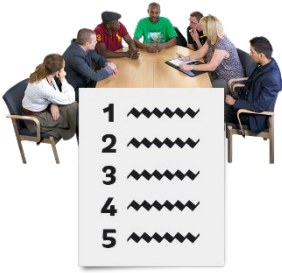


Work with Zoe to achieve the goals in our strategic plan.



Work with the Board of Trustees to make sure Learning Disability Wales is run properly.

What work you will do



Support Zoe and the Human Resource & Governance Manager Jo, with the agenda for Board meetings.



Chair the Board of Trustees meetings. Make sure everyone can take part and have a say.



Make sure any decisions made are fair.



Make sure trustees have the right information at the right time. For example, things bank account statements, reports, and plans.



Make sure trustees work to lower and manage any risks to Learning Disability Wales.



Share duties and work with all the trustees. Make the most out of people's skills.



Make sure trustees carry out their responsibilities by following the agreed rules.



Make sure the trustees have the rights skills and have the chance to develop skills.



Try and solve any problems or disagreements within the Board of Trustees.



Chair our Annual General Meeting.



Go to the **finance sub-group** and **human resources sub-group** meetings.



Help to manage the people who work for Learning Disability Wales by taking part in things like disciplinary procedures.

Supporting the Chief Executive Officer Zoe



Have supervisions with Zoe every month. Check on how Zoe's work is going every 3 months. Keep in contact with Zoe about what is happening in Learning Disability Wales.



Make sure Zoe has the chance to get support and training when needed.



Look at the work Learning Disability Wales is doing. Support Zoe when needed.

Representing Learning Disability Wales



Represent Learning Disability Wales at events and meetings.



Represent Learning Disability Wales at outside meetings and events when needed.