



## Job Description

<b>Job Title:</b>	Chair
<b>Remuneration</b>	The role is voluntary but out of pocket expenses are reimbursed.
<b>Location:</b>	Meetings are held online or in person at our Cardiff office
<b>Term of Office:</b>	3 year term of office and for a maximum of two terms.
<b>Accountability:</b>	To the Board of Trustees

### **Purpose of the Role:**

- Provide focus and direction to the Board of Trustees to make sure LDW fulfils its purpose in line with its charitable objectives.
- Work with Trustees and the Chief Executive Officer (CEO) to ensure the Board is diverse with the right balance of skills, knowledge and experience needed to manage the organisation effectively.
- Establish and build a strong, effective, supportive and constructive working relationship with the CEO.
- Work with the Board of Trustees and the CEO to make sure Learning Disability Wales achieves its strategic direction and meets its governance responsibilities.

## **Responsibilities:**

### **1. Governance**

- 1.1 Work with CEO and Human Resource & Governance Manager to set the agenda for the Board of Trustees meetings held 4 times a year.
- 1.2 Chair the Board of Trustees meetings in an effective and engaging manner encouraging full participation by all members, including trustees with a learning disability.
- 1.3 Bring impartiality, objectivity and clarity to decision-making and make sure actions are shared fairly amongst trustees and staff with the appropriate skills and carried out in a timely manner
- 1.4 Make sure that trustees have accurate, timely and clear information.
- 1.5 Make sure the trustees regularly reviews major risks and how they are managed and mitigated.
- 1.6 Make sure the Board of Trustees operate within agreed policies and these are regularly reviewed.
- 1.7 Develop the Board of Trustees including induction, training, performance reviews and succession planning.
- 1.8 Where appropriate, address and resolve any conflicts within the Board.
- 1.9 Chair the Annual General meeting and Extraordinary General Meetings.
- 1.10 Attend the Finance sub group meeting held approx. 4 times a year.
- 1.11 Undertake Human Resource functions such as hearing appeals for disciplinary, or grievance proceedings as detailed in the Schedule of Delegated Authority.

## **2. Supporting the Chief Executive Officer (CEO)**

- 2.1 Regularly support and supervise the CEO to maintain an overview of LDW's affairs.
- 2.2 Ensure that the CEO has the opportunity for professional development and appropriate external support if needed.

## **3. Representation**

- 3.1 Act as Ambassador for LDW and speak on behalf of LDW when required.
- 3.2 Attend external meetings and events to represent LDW when necessary.

Learning Disability Wales  
January 2024