

## Chair of Trustees

<b>Reports to:</b>	Board of Trustees
<b>Direct Reports:</b>	CEO
<b>Commitment:</b>	Approximately 2-4 days per month throughout the year
<b>Remuneration:</b>	The role of Chair is voluntary, although expenses for travel may be claimed

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### Overview

#### Charity Purpose:

- Raise funds for research into the cause, prevention and management of the dementia
- Allocate funding to university research project meeting the highest academics standards
- Raising awareness of dementia

#### Objective:

- Holds the Executive team and the Board to account to:
  - remain focussed solely on the BRACE stated purpose
  - remain compliant with all English laws and the regulations of the Charity Commission.
- Support the Chief Executive in ensuring both the Board members and Executive team work closely together to achieve the agreed strategic objectives.
- Act (in partnership with the Chief Executive) as an ambassador and the public face of BRACE

#### Charity Structure

- BRACE the charity has a sole Trustee “*BRACE Trustee Limited*”. All members of the Board are Directors of BRACE Trustee Limited and act as Trustees of BRACE. There are up to 15 directors of BRACE Trustee Limited who for reasons of clarity are called Trustees.
- The Chair and Trustees are usually appointed for a fixed term of 4 years which can be renewed once, enabling Trustees to serve for a maximum continuous term of 8 years.

#### Meetings

- Board meetings are held 4 times a year plus 1 awayday. Each meeting is +/- 4 hours
- There are currently 3 sub-committees of the Board (Scientific Advisory Committee [SAC], Finance and HR). The 3 sub-committees meet no more than one month before the board meetings either in person or on zoom. SAC reviews applications for grants and makes recommendations to the board for approval.
- Board Meetings are generally held in person in the Bristol area, online or hybrid meetings are not encouraged but can be facilitated.

## **Responsibilities**

### **Strategic leadership**

- Provide leadership to BRACE and its Board, ensuring that BRACE impacts/influences dementia research
- Ensure Trustees fulfill their responsibilities for the effective governance of BRACE
- Provide clear strategic direction and ensure the Board operates within its charitable objectives
- Ensure there is regular review of major risks and associated opportunities, to take best advantage of opportunities, and manage/mitigate risks
- Ensure sound financial health of BRACE with systems in place to allow financial accountability

### **Governance**

- Ensure governance arrangements work in the most effective way for BRACE
- Develop the knowledge and capability of the Board of Trustees
- Encourage positive change and, where appropriate, address/resolve any conflicts
- Appraise the performance of the Trustees and the Board on an annual basis
- Regularly refresh the Board of Trustees incorporating the right balance of skills, knowledge, and experience
- Working within any agreed policies adopted by BRACE

### **External Relations**

- Act as an ambassador for the cause and BRACE
- Act as a spokesperson for the organisation when appropriate
- Represent BRACE at external functions, meetings and events
- Facilitate change and address any potential conflict with external stakeholders

### **Efficiency & Effectiveness**

- Chair meetings of the Board of Trustees effectively, bringing impartiality and objectivity to decision-making
- Ensure Trustees are fully engaged, and decisions taken in the best, long-term interests of BRACE
- Foster and maintain constructive relationships with and between the Trustees
- Work closely with the CEO to give direction to Board policymaking and ensure that meetings are well planned, meaningful and reflect the responsibilities of Trustees
- Monitor that decisions taken at meetings are implemented.

### **Relationship with CEO and SLT**

- Build a strong, effective working relationship with the CEO as s/he is held to account for achieving strategic aims
- Support the CEO, whilst respecting the boundaries which exist between the two roles
- Develop a supportive relationship with the CEO so each can speak openly about concerns, worries and challenges
- Liaise with the CEO to maintain an overview of BRACE affairs, providing support as necessary
- Conduct an annual appraisal and remuneration review for the CEO in consultation with other Trustees
- Ensure that the Chief Executive has the opportunity for professional development and has appropriate external professional support

## **Personal Profile**

### **Personal Qualities**

- Demonstrate a strong and visible commitment to BRACE, its strategic objectives and cause
- Personal gravitas to lead a significant dementia research organisation
- Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Strong networking capabilities that can be utilised for the benefit of BRACE
- Ability to foster and promote a collaborative team environment
- Ability to give time to conduct the role well, incl travel and attending events out of hours
- Able to demonstrate a commitment to and skills in: advocacy, inclusive team working, holding people to account for performance and behaviours, entrepreneurial thinking
- Excellent chairing and facilitation skills
- Excellent written and verbal communications skills
- Ability to influence, engage and navigate contentious issues
- Flexible, adaptable, organised, open style
- Willingness to devote the necessary time and effort

### **Experience**

- Experience in medical research
- Experience of operating at a senior strategic leadership level
- Successful track record of achievement through their career
- Experience of charity governance and working with or as part of a Board of Trustees
- Experience of external representation, delivering presentations and managing stakeholders
- Significant experience of chairing meetings and events

### **Knowledge and skills**

- Strong understanding of the BRACE vision purpose and goals, and enthusiasm for finding better dementia management and ultimately a cure.
- An understanding and acceptance of the legal responsibilities, duties and liabilities of trustees
- A clear understanding of governance, and of the roles of the Chair, Trustee, Chief Executive and the Senior Leadership Team, and how they can interact most effectively.
- Understanding the horizon that drives the urgency for dementia research
- Broad knowledge and understanding of the Third Society sector and current issues affecting it
- Strong leadership skills, ability to motivate staff and volunteers and bring people together
- Financial management expertise and a broad understanding of charity finance issues
- Good understanding of charity governance issues

### **Personal attributes**

- Confident
- Non-judgemental
- Calm and reflective Organised
- Focused
- Able to relate to a wide range of people with different life experiences
- Friendly
- Good sense of humour
- Flexible