

Role Description for Chair(s)

Purpose of the role

The chair is elected by the Board of Trustees to lead the Trust effectively and efficiently, maintaining good working relationships with the Board members and related organisations, so that the Trust can deliver an effective and timely service to its applicants. The chair also needs to ensure that the trust remains within its legal, financial and Charity Commission remit.

Key tasks

1. Chairing Application and Business Meetings

Bi-monthly application meetings and the twice-yearly business meetings are chaired by one of the Co-Chairs. The Chair is responsible for checking the minutes sent by the Minute Secretary, amending, and signing once the amendments are made. They are also responsible for checking the agenda and that items are not forgotten via the Action Log.

2. Urgent Applications

If the Application Secretary, any trustee or the designated administrative person at BASW informs the Chair that there is an application that is possibly urgent, the Chair should give all trustees, the option to consider and comment in a short time frame and make the decision known to the Application Secretary.

3. Prior to SWBT Meeting

The Chair (along with all trustees) should read all applications and put their views onto the Teams system. Where the Chair notes, or has drawn to their attention, any applicants who are not eligible, they will ask the Application Secretary to inform the applicant of this as soon as possible.

4. After SWBT Meeting

If the application secretary informs the Chair in respect of any Chairs Action decisions, they need to decide on the way forward. The Chair signs off any expenses incurred by trustees when attendance at meetings has been appropriate. The Chair ensures any appeals are managed appropriately.

5. Contact with the Designated Administrative Person at BASW

The chair maintains appropriate contact with the designated administrative person at BASW to help ensure smooth running of the systems they have responsibility for.

6. Planning

The Chair produces a list of dates and times for future meetings and proposes any changes likely to be required to increase or decrease meeting times; days; venues; and if the meeting should be virtual or face to face after consulting with trustees.

7. Recruitment and Monitoring Performance

The Chair is responsible for recruitment of trustees and all aspects of recruitment including advertising; interviewing; checking applications and references; introducing to other trustees. The Chair monitors performance with checks on attendance; and consulting with trustees on their wishes in respect of continuation of their role.

8. Consultation with BASW

The Chair is the contact person for meetings with BASW on all aspects including Deeds of Trust; Memorandum of Understanding; Finances; Publicity; Recruitment and Sealing and Unsealing of Trustees. The Chair should request meetings with BASW when issues arise that are not already planned, and it is felt necessary to discuss.

9. The Annual Report

The Chair with support from the Treasurer and Application Secretary is responsible for writing the annual report and submitting this to the accountants and entering onto the Charities Commissions webpage.

10. Charity Bids

The Chair with support from the Treasurer and Application Secretary makes bids to other charities for example CSIS.

11. Attendance at Other Meetings

The Chair would ordinarily attend other meetings e.g. (BASW's AGM) to inform and liaise as appropriate in respect of SWBT business and in its cross over work with other organisations.

12. Other Issues

The Chair needs to be mindful of other key events as they arise and agree with the Board how to respond, eg significant anniversaries; the need for publicity; any other issue which affects the smooth running of the charity.