

Ethos of Post

The Chair will lead the Trustee Board to meet the needs of its members ensuring the Trustee Board fulfils its responsibilities for the governance of the Guild of Students. The Chair will work closely with the President and Chief Executive Officer and support them to achieve the aims and objectives of the Guild's Strategic Plan.

The role of the Chair is to support the work of the Guild at the highest level, in accordance with the vision, strategy and values of the organisation, act as a role model for the Trustee Board and ensure the highest standards of good governance are met.

Responsibilities

The responsibilities of the Chair cover two areas: those as an External Trustee (see separate role descriptor); and those specifically designated to the Chair, as below:

1. To ensure that the Trustee Board meets its responsibilities for the good governance of the Guild of Students in line with charity law and guidance.
2. To facilitate and guide the Trustee Board in their role of setting the organisation's strategy and providing strategic oversight of the delivery of the strategic plan on a regular basis.
3. To oversee the annual cycle of Trustee Board meetings, away days and Trustees' training and development.
4. To oversee agenda setting for Trustee Board meetings, in liaison with the Chief Executive, President and Guild staff.
5. To chair Trustee Board meetings, making sure all Trustees are supported to contribute to discussions and voice their views and expertise, and to ensure that decisions of the Board are implemented.
6. To act as a role model for the Trustee Board and represent the Guild of Students at formal events and meetings as requested, subject to availability.
7. To liaise regularly with the Chief Executive Officer and President on high-level decisions, maintaining an overview of the Guild activities and providing support and advice.
8. To act as the key channel of communication between the Trustees and Guild Staff team, via the Chief Executive.

9. To oversee the process of appraising the performance of the Chief Executive Officer, on behalf of the Trustee Board
10. To liaise with University colleagues as required, representing the Trustee Board and Guild at a strategic level.
11. To chair the Appointment and Disciplinary Panels, as required.
12. To perform the duties as a Trustee, outlined in the External Trustee role description.

Experience

The Guild of Students is looking for an experienced chair that will support the vision and values of the Guild:

- A leader with experience of facilitating strategic change in organisations.
- A good networker with relationship-building experience.
- A good understanding of the public, third or HE sector, and current HE issues.
- A familiarity and interest in the work of Students' Unions and the needs of its members.
- Experience and knowledge of charity and governance processes.
- Able to provide direction, leadership and support in a way that inspires confidence in and commitment from others.
- Demonstrates willingness to engage with students and attend high profile events in order to gain greater understanding of the role of the Guild and foster and encourage strong relationships.
- Knowledge and close association with the West Midlands, preferably as a resident.

Person Specification

You should be able to demonstrate in your application that you have:

	Essential	Desirable
Qualifications		
Good general education, A level or beyond, including Maths and English at least to GCSE or equivalent	✓	
A degree qualification or equivalent evidence of continuous professional development and / or significant comparable practical experience.		✓
Knowledge & Experience		
An understanding of the issues facing students in higher education today and the role of a Student Union.	✓	
Experience of operating at a strategic leadership level	✓	
Experience of chairing meetings and ensuring collective decision making	✓	
Knowledge of Health and Safety issues including duty of care principles		✓
Knowledge of Financial Management		✓
Knowledge of Human Resources		✓
Knowledge of Charity Law		✓
Knowledge of Marketing & Communications		✓
Knowledge of Charity Governance	✓	
Skills & Abilities		
Ability to establish strong working relationships with a wide range of individuals, officer team, senior management and relevant external bodies.	✓	
Strong leadership skills, ability to motivate and bring people together		
Ability to work effectively within a democratic structure	✓	
Ability to use judgement to ensure the long-term sustainability of the Guild.	✓	
Personal Qualities		
A team focused approach building culture of openness, collaboration and trust.	✓	

Inclusive – champions equity, diversity and inclusion and encourages others to do the same.	✓	
Diplomatic - uses high levels of tact and diplomacy.	✓	
Self-motivated and confidence to speak openly - communicates clearly and effectively.	✓	
Integrity and Objectivity – Committed to continuous advancement of the Guild of Students, motivated by leading in a student-led, democratic workplace.	✓	
Accountability - to ensure continuity and strategic direction.	✓	
Honesty and a commitment to transparency.	✓	
Flexible and able to commit to approximately 6 hours per month.	✓	

Time Commitment

The role of Chair involves an average minimum time commitment of 3-4 hours every month to chair the Trustee Board meeting (6 times per year, generally on a Monday evening between 17:30 and 20:00 hrs) and reading time to support those meetings, in addition to time involved in planning for meetings and liaising directly with the CEO and President on other matters:

Meeting commitments on an annual basis include:

- 2 Board away days (usually prior to a Board meeting).
- 2 interview days (on average) with Appointments panel to appoint new trustees.
- Occasional meetings (usually by phone/video call) with the Chief Executive, as required.
- Time spent carrying out the Chief Executive's annual appraisals (5-6 hours per year)
- Attendance at Guild and University high profile events e. g Election Night, Guild Awards as requested, on approximately 3 times per year.

The post of Chair is appointed for a period of three years, with the option to serve a second term (at the discretion of Appointments Panel).

Remuneration

This role is not remunerated. However, reasonable expenses will be reimbursed. The Guild can offer administrative support and materials if needed.