

Chair Role Description

The Chair's role is to provide leadership to the Board, ensuring that the Trustees fulfill their duties and responsibilities for the proper governance of the charity, supporting and, where appropriate, challenging the Director and ensuring that the Board and executive staff work in partnership.

The Chair has particular responsibilities for SM meetings including:-

- Chairing the Board and General Meetings
- Ensuring meetings are structured and run competently
- Ensuring discussion and decision making is democratic
- Ensuring everyone is able to participate fully in discussions and decision making
- Preparing the agenda for meetings in consultation with the Director
- Acting in partnership with the Director to ensure SM has a clear vision and a resolute strategic direction in line with its core values and principles.
- Ensuring relevant matters are discussed and appropriate decisions are made.

The Chair will also be responsible for:-

- Monitoring that decisions made at meetings are implemented
- Defining and keeping under review selection and performance criteria for Trustees
- Chairing a nominations committee to make recommendations on the composition of the Board
- With the Director ensuring all Trustees receive appropriate advice, training and information relating to their role
- Ensuring the Board regularly reviews its governance structure, performance and relationship with staff, and implements changes agreed as necessary
- Interviewing and selecting the Director and senior staff
- Attending workshops and seminars and as appropriate being available to chair such events where necessary
- Supervising and supporting the Director of SM through one to one meetings and performance appraisals and providing general support to the staff as required.

A significant role of the Chair will be to carry out ambassadorial functions for SM, helping the organization to develop its profile and its upward and outward representation with government and other actors.

The ambassadorial role will involve:-

- Helping to identify contacts and open doors to key individuals and decision makers (public, private, ngo)
- Attending functions for SM where it is important that SM and the mediation sector in Scotland is represented
- Attending and on some occasions hosting SM events
- Helping the Board and Director to understand the political, social, environmental and technical operating context.

Personal Attributes of the Chair

SM's chair highly desirable experience

- Proven leadership abilities.
- A mediator or a strong knowledge of mediation.
- Credible experience of Board level governance.
- Excellent communication skills.
- Strong and effective networking skills.
- A track record of collaborative working.
- Knowledge of the third sector in Scotland.
- Experience of public life and an understanding of the way in which government works.