

## **Role and responsibilities of Chair**

Edinburgh & Lothians Greenspace Trust employees handle the day-to-day management and work of the organisation.

The role of the Chair is to lead the board of trustees to provide effective governance and clear strategic leadership of Edinburgh & Lothians Greenspace Trust.

The Chair is a position of responsibility and trust, and also one of legal liability should anything go wrong. It is important that people appointed to serve on the Board are aware of what the position involves and are adequately informed to do the job properly

The Board of Directors has responsibility for the overall governance and direction of Edinburgh & Lothians Greenspace Trust.

Collectively the role of the Board is to:

- safeguard the good name and values of Edinburgh & Lothians Greenspace Trust
- provide strategic leadership
- ensure that Edinburgh & Lothians Greenspace Trust complies with company, charity, employment and health & safety law
- ensure that it pursues its charitable objectives as defined in the Memorandum of Association
- ensure that its resources are applied exclusively in pursuance of its objectives
- ensure the continuing relevance of its mission and objectives
- approve policies, plans and budgets to achieve those objectives and monitor performance against them
- set and maintain frameworks of delegation, internal control and risk management
- ensure the effective and efficient administration and management of the organisation
- appoint the Chief Executive and monitor his/her performance
- ensure the financial viability of the charity, its stability and good performance
- protect and manage Edinburgh & Lothians Greenspace Trust's assets

The following covers some of the key areas that the Chair and charity trustees should consider both in view of legislative and regulatory requirements, but also as a matter of good practice.

Role purpose: provide effective governance and leadership of Edinburgh & Lothians Greenspace Trust

### **1. Governance role**

The Chair will lead and contribute to the effective governance of Edinburgh & Lothians Greenspace Trust by:

- chairing quarterly board meetings and Annual General Meeting effectively and efficiently along with impartiality and objectivity to any decision making
- using specific knowledge or experience to help the Board reach sound decisions including scrutinising board papers, leading discussions, focusing on key issues and providing advice and guidance
- monitoring and reviewing progress against the ELGT Action Plan
- agreeing budgets and monitoring the financial position
- ensuring that company and board complies with law and good practice and that all regulatory and statutory requirements are met
- respect boundaries between executive and governance functions

## **2. Leadership role**

The Chair shall ensure the Directors provide strategic leadership for Edinburgh & Lothians Greenspace Trust by:

- contributing to reviewing the values and mission of Edinburgh & Lothians Greenspace Trust
- bringing insight, inspiration, judgement and perspective to contribute to the development of long term strategy and business plans
- ensuring that the board monitors and responds to changes in the operating environment
- understanding the importance of managing risk and limiting the organisation's exposure to significant risks

## **3. Representative role**

The Chair will act as an ambassador and champion for Edinburgh & Lothians Greenspace Trust by:

- accompanying, when appropriate, the Chief Executive in meetings with Local Authorities, national agencies and other organisations
- attending or representing Edinburgh & Lothians Greenspace Trust at meetings, events, conferences and tours involving members, partners and funders

## **4. Operational role**

There are a number of operational duties that the Chair will be required to carry out including:

- establishing and maintaining a strong and effective working relationship with the Chief Executive
- line managing and supporting the Chief Executive through regular meetings to maintain an overview of the Trust's affairs, providing support as necessary
- working closely with the Chief executive to give direction to Board policy making and to ensure that meetings are well planned, supported and reflect the responsibilities of the trustees
- conducting the Chief Executive's annual appraisal and providing ongoing personal and professional support
- signing off (with vice Chair and Chief Executive) Edinburgh & Lothians Greenspace Trust approved annual accounts
- in urgent and exceptional circumstances, making decisions out with board meetings (with subsequent approval by the board).

## **5. General Responsibilities** (See also the role and responsibilities of the Board of Directors)

The Chair will:

- be committed to the purpose, objectives and values of Edinburgh & Lothians Greenspace Trust
- act in a manner consistent with Edinburgh & Lothians Greenspace Trust's values and mission
- fulfil all legal responsibilities as a Director of Edinburgh & Lothians Greenspace Trust
- act in the best interest of Edinburgh & Lothians Greenspace Trust at all times
- comply with the Directors' Code of Corporate Governance