



Chair of Trustees

Role description

Role summary

Providing leadership and direction to the Board, Chief Executive and staff to ensure The Runnymede Trust remains a strong, sustainable and effective charity, which generates intelligence and evidence through research, network building, leading debate and policy engagement, to challenge race inequality in Britain.

Overall responsibility

The Chair will work with the Board of Trustees to fulfil our governance responsibilities and oversee the implementation of our strategy. The Chair will work in partnership with the Chief Executive to help them achieve the aims of the organisation.

The Chair plays an active role in building the national profile of The Runnymede Trust as an authoritative research-based voice to assist practitioners, citizens and policy makers, across the political spectrum, to achieve genuine race equity in Britain. We will provide media training and development where needed.

Key responsibilities will include:

- To Chair the meetings of the Board, support the charity to be well governed and report the business of committees.
- Lead a team of Trustees in a collaborative and inclusive way, holding space for diverse views, building consensus, and ensuring decisions and actions are implemented. Regular review of the charity's governance structure and board performance.
- Ensure the Board fulfils its duties with respect to financial health of the charity, with systems in place to assess risk and ensure financial accountability.

- Works with trustees to respond promptly to urgent Board matters that arise, understanding when to take occasional urgent decisions under devolved powers and reporting back to the Board.
- Working with the board, and the Chief Executive, ensure the charity has a clear vision, mission and strategic direction, and there is alignment in achieving these. Support the Chief Executive to ensure senior management team are aligned and focus on achieving these.
- Line manages the Chief Executive – with support from trustees – including setting annual objectives, targets, measuring and appraising performance. Provides coaching and challenge to the Chief Executive, supporting them to reach their potential.
- Effective and supportive working relationships with the Chief Executive, and wider staff team, to ensure good governance of The Runnymede Trust eg communicating and meeting between formal Board meetings, for briefings, discussions and to provide constructive questioning, support and guidance.
- In close consultation and partnership with the Chief Executive, agree respective roles in representing The Runnymede Trust at external functions and meetings with key stakeholders and funders.
- Represent The Runnymede Trust as an ambassador, promoting the charity's best interests and reputation, and develop strong positive relationships and partnerships with key and influential stakeholders.

General Trustee duties

- To ensure The Runnymede Trust acts within and pursues its objects as defined in the Memorandum and Articles of Association (its governing document), charity law, company law and any other relevant legislation or regulation and in good faith
- To safeguard the financial stability, good name and ethos of The Runnymede Trust
- To ensure The Runnymede Trust applies its resources exclusively to in the pursuance of its objectives
- To lead the appointment process for the Chief Executive where necessary
- To submit an annual update to the Register of Trustees

Person specification

Experience, knowledge and understanding

Essential:

- A passionate and demonstrable commitment to racial equity, and an understanding of racial politics and history of race, in the UK.
- Knowledge and experience of good governance practice through:
experience of leading a Board, committee or group as a Chair, or extensive experience of Trustee or Non-Executive role(s)
- Substantial strategic leadership experience, and evidence of having made an outstanding contribution within your industry or profession
- A successful track record of leading the formulation and delivery of organisational objectives and strategies
- An understanding and experience of, networking, building successful relationships with different stakeholders, including in high-profile roles.
- Understanding of the legal responsibilities of trusteeship, the charity sector and its governance

Desirable:

- A background in an area pertinent to racial equity
- Experience of amplifying the voice of an organisation

Part Two

Skills and abilities

- A commitment to the objectives of The Runnymede Trust and an understanding of its aims, objectives and vision
- Diplomacy and ambassadorial skills to negotiate and influence. A collaborative style to build consensus, and to navigate hostile, tense and challenging environments
- Strong political acumen and judgement, balanced with seeking challenge and information to take decisions.
- A confident communicator. You may be experienced in public speaking.
- Personal integrity, ethics and values, which will inspire the trust and confidence of the Board, the senior management team and The Runnymede Trust's wider stakeholder group
- Ability to assimilate and analyse information quickly in order to debate complex issues at the highest strategic levels
- A high standard of impartiality, transparency and objectivity

Terms of appointment

Time commitment

There are currently 6 Board meetings each year and a Trustee awayday is held on an ad hoc basis.

The Chair will have regular meetings with the Chief Executive and be expected to attend key meetings with The Runnymede Trust's external stakeholders (including politicians and funders) as appropriate, as well as attend the occasional event.

The time commitment for the Chair is expected to be 1-2 days per month on average.

Remuneration

All The Runnymede Trust Trustees including the Chair are unremunerated but necessary expenses will be reimbursed.

Length of appointment

The Chair of Trustees is appointed for an initial three-year term, with an option to be re-elected for a further three years (up to a maximum of six years in total).

Location

The Runnymede Trust's offices are based in London. Regular travel to London would be expected.