

Chair of Brixton Advice Centre

Role description

In addition to the [general responsibilities of a trustee](#) duties of the chair include the following.

- Providing leadership to the board. Ensuring that it remains focused on the delivery of Brixton Advice Centre's charitable purposes and in providing public benefit.
- Chairing and facilitating board meetings.
- Providing support and guidance to the Chief Executive and ensuring their accountability to the Board.

Governance

- Planning the annual cycle of board meetings and other general meetings where required.
- Setting agendas for board meetings and other general meetings.
- Supporting all viewpoints to be heard, bringing impartiality and objectivity to decision-making and enabling the board to develop consensus on important issues.
- Ensuring that decisions taken at meetings are implemented.
- Developing the board of trustees, including through induction, training, opportunities for shared reflection, and succession planning.
- Where appropriate, representing the organisation at functions and meetings and providing visible involvement and support from the Board internally.
- Undertaking the above by working in close collaboration with trustees and especially the other officers of the board, delegating or sharing work appropriately.

Working with the chief executive

- Act as the Chief Executive's line manager, providing supervision, support, guidance, and constructive challenge to help them meet agreed objectives and to support their continuous professional development.
- Maintain regular communication with the Chief Executive to stay informed about the organisation's overall direction and performance.
- Lead the Chief Executive's appraisal process, ensuring clear objectives are set, progress is reviewed, and ongoing feedback and support are provided.



This clinic is part of the
**LawWorks
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Person specification

In addition to the [person specification for a trustee](#), the chair should have the following qualities.

- Leadership and facilitation skills - the ability to focus on key issues, guide inclusive discussion, bring different perspectives together, and build shared understanding.
- Ability to support and challenge the Chief Executive constructively, supporting their development and empowering them, while ensuring accountability.
- Communication and interpersonal skills.
- A fair, impartial approach, with the ability to maintain confidentiality and engender trust.
- Some experience of chairing or contributing to a board or committee - formal or informal
- An understanding of good governance.

It would also be desirable for the chair to have knowledge of advice services, voluntary sector organisations and the environment in which they operate.