



Requirements for the Role of Chair

Introduction

This document needs to be read in conjunction with "The Role of the Chair in the Organisation" which describes the core tasks of the job. It also needs to be understood that the Chair will need to have the "General Qualities" that we require for people acting as a trustee of the Refugee Support Group which are set out in the document "Requirements of the Role of Trustee". If a potential Chair happens to have some of the specific qualities we set out in that same document then so much the better. However it is not essential that they do so.

The role of Chair is voluntary and there is no remuneration beyond the reimbursement of legitimate expenses and the rewards of making a positive difference to the future of people whose lives have been decimated by the ravages of war and conflict.

Requirements

Time Commitment

The ability to meet the commitment indicated in the document "The Role of Chair in the Organisation".

Experience:

1. of chairing meetings and preparing the agenda for them
2. of public speaking
3. of staff supervision and support (whether volunteers or employees)
4. of working within organisational or project budgets
5. of business/strategic planning
6. of working across organisational boundaries to promote partnerships
7. of working within a framework of organisational policies and procedures

Skills

1. the ability to facilitate the involvement of others in collective decision making, particularly with regard to members of communities that experience discrimination and exclusion
2. strong communication skills both as a listener and speaker
3. strong negotiation skills – the ability to handle conflicting opinions in a constructive manner
4. the ability to read accounts and understand their implications
5. timekeeping, particularly in the context of agenda management
6. leadership – knowing when to be assertive about an issue and when to take a back seat

Understanding

1. A general understanding of good employment practice (in depth knowledge of employment law not required)
2. A general understanding of the role of voluntary organisations and local government

Values

1. A commitment to the promotion of equality of opportunity generally but particularly in the matter of building an inclusive organisation
2. A thorough grasp of the importance of confidentiality in an organisation that has a very vulnerable client group
