



Role Description – Deputy Chair of trustees

In addition to the role description of a general trustee (provided below), the deputy chair of trustees will:

- Deputise for the Chair, and chair meetings of the Board or represent OBS to external stakeholders as required
- Build a strong and effective working relationship with the Chair, Board of Trustees, Project Lead and facilitator team.
- Assist and support the Chair in providing leadership to the Board, through the governance arrangements, and also acting as a 'sounding board' and confidante to the Chair in the execution of his/her role.
- Act as a 'sounding board' and 'critical friend' to the trustees of the Board and members of the facilitator team, promoting constructive relations between the team and trustees.
- Determine, in conjunction with the Chair, meeting agendas, helping to monitor that they are forward looking, focused on strategic matters and include all matters of concern to all meeting attendees.
- In conjunction with the Chair, take a leading role in finalising any changes to the structure and composition of the Board.

Essential Skills/experience

- Organisational skills
- Self-motivated
- Trustee or governance experience
- Leadership experience

Desirable Skills/experience

- Writing and oral communication skills
- Knowledge and understanding of the health service/health charity sector more generally, and breastfeeding support more specifically
- Experience with Google Suite (Drive, Docs etc)

Background

Oxfordshire Breastfeeding Support is seeking to recruit a trustee to act as the deputy Chair of trustees for six to twelve months, with a view to transitioning to the Chair of trustees after that point. Key skills are therefore an understanding of charity governance, a commitment to leading OBS and good people skills in relation to both the board of trustees and the facilitators/volunteer team. Below is a role description for the Chair of Trustees as this role is specifically recruited with an intended transition.

Role Description - Chair of Trustees

- Ensure trustee meetings happen regularly
- Coordinate preparations for meetings with the Secretary to the Board of Trustees;
- Chair trustee meetings
- Ensure due diligence by the trustees and oversee the appropriate delivery of their individual briefs;
- Have oversight of the organisation to ensure the delivery of the organisational strategy;
- Monitor the function and effectiveness of the Trustee board to fulfil the needs of the organisation, for example ensuring capacity, training and support and the composition of Board
- Monitor the financial health of the organisation and plan for changes in collaboration with the Treasurer
- Help others think through strategic issues and how far they match our mission and vision (possible changes to services, potential new projects), in collaboration with the Strategy Lead
- Communicate closely with the Project Lead to ensure effective two way flow of information, views, plans and experiences
- Take responsibility for prompt decision making and communication in response to proposals put forward by the facilitators and volunteers
- Taking ownership of the way that OBS is perceived externally
- Assist with grant writing as needed
- Coordinate report writing (annual report, funding evaluation reports)
- Speak at public events as needed
- Coordinate the response to complaints

Role Description – Trustee (General)

Trustees are the people responsible under the governing document of Oxfordshire Breastfeeding Support (OBS) for managing the affairs of the charity.

The role of a trustee is:

- to ensure that OBS complies at all times with its governing document, charity law, company law and any other relevant legislation or regulations
- to ensure that OBS pursues its objects as defined in its governing document
- to maintain proper financial control and ensure that OBS applies its resources exclusively in pursuance of its objects i.e. the charity must not spend money on activities that are not included in its objects, no matter how worthwhile or charitable those activities are
- to set and maintain vision, mission and values
- to develop strategy, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- to ensure accountability
- to set up employment or contract procedures for, and respect the roles of, facilitators/volunteers
- to support the operational management of the organisation
- to draw up and monitor the implementation of internal policies, which must include equality and diversity as well as health and safety policies and grievance and disciplinary procedures
- to ensure that risk assessments for all aspects of the charity are carried out
- to safeguard the good name and values of OBS
- to maintain effective board performance and ensure the effective and efficient administration of OBS including funding, insurance and premises
- to act in the best interests of the charity in respect of decisions made as a trustee, never in the interests of yourself or another organisation

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience s/he has to help the board reach sound decisions. These may involve scrutinising board and focus group papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives and other issues in which the trustee has special expertise.

A trustee is required to act reasonably and prudently in all matters relating to the charity and must always bear the interests of OBS in mind.

Practical expectations

Trustees meetings take place 4-6 times per year. Meeting dates will be provided at least 2 months in advance and trustees are expected to attend. Virtual attendance is

facilitated. Meetings are likely to last 2-3 hours, usually in the evening. The term of office is three years. A trustee can retire early by giving notice in writing.

Supporting documents will be circulated with a target of at least two weeks before meeting dates. Trustees are expected to read these documents and think critically about them in preparation for the trustee meeting. Preparation time is likely to be 1-2 hours per meeting.

Each trustee is expected to have responsibility for an area of working, for example:

- Chair
- Deputy Chair
- Secretary
- Treasurer
- Facilitators & Volunteers
- Impact
- Equality, Diversity and Inclusion
- Fundraising
- Governance

Trustees will be expected to undertake or coordinate activities related to their area of responsibility between meetings. This will be a variable time commitment depending on the role, for example at least 2 hours a week for the Chair and Treasurer, and a minimum of 6 hours a month for other roles (in addition to meeting related time outlined above).

Support provided

Travel expenses are not provided, due to the size of the charity and potential for remote attendance at meetings.

Reasonable costs can be covered for relevant, cost-efficient trustee training.

Where a trustee has a disability, all efforts will be made to make adjustments to facilitate their full involvement.