1. Term of service

The Chair is appointed by the Vision Aid Overseas Board of Trustees annually at the Board meeting following the AGM. As with all Trustees, the Chair can serve a maximum of three consecutive terms of three years as a Trustee and may also fulfil this period as Chair, subject to the Board of Trustees’ agreement.

2. Main tasks

- Lead the Board of Trustees in ensuring it fulfils its responsibilities for the governance of Vision Aid Overseas, observing all relevant regulatory requirements.
- Ensure the Trustees set and regularly review policy, strategy and objectives for the charity.
- Ensure that the charity remains a going concern.
- Work with the Chief Executive and executive team to optimise the relationship between the Board, staff, volunteers, members and other stakeholders.
- Help to develop new partnerships and resources (including funding) and promote and raise the profile of Vision Aid Overseas with internal and external stakeholders.

3. Responsibilities

- Chair meetings of the Board of Trustees, seeing that it functions effectively and carries out its governance duties. With the Chief Executive, prepare agendas for meetings. Put in place an annual governance timetable. Monitor that decisions taken at meetings are implemented.
- Ensure the charity operates within the framework of the law, Charity Commission guidelines and best practice.
- Ensure that the charity has a clear medium-term strategy, which is reviewed on a regular basis and kept relevant. Work with the Chief Executive to put in place a good monitoring framework with key performance indicators and success measures.
- Ensure that the charity has a set of up-to-date policies that reflect best practice and are relevant to its aims, objectives and strategy.
• Ensure that all policies are implemented, monitored and reports are acted upon, (including the policies on Harassment and Misconduct, Recruitment of ex-offenders, Child Protection and Anti-Bribery).

• Ensure that the charity undertakes appropriate risk management of its activities.
• In conjunction with the Treasurer, ensure that medium term financial planning is carried out, with annual budgets and cash flow set and reviewed on a regular basis.
• Be accountable to members and other stakeholders for the annual reporting of financial information and operating activity, at an Annual General Meeting and other forums.
• Maintain relationships with Trustees to optimise their individual and collective contribution to the governance process.
• Foster good relations between the Board, staff team, members, volunteers and other key stakeholders and facilitate ongoing dialogue, information sharing and celebration of achievements.
• Maintain a skills matrix for the Board, identifying any gaps and overseeing the process of recruitment of new Trustees. Work to ensure there is diversity in the Board composition.
• With the Chief Executive, put in place an induction and development programme for the Board. Ensure the Board reviews annually its performance collectively and individually. Be proactive in addressing any performance or personality issues that affect the Board’s effectiveness.
• Oversee as required the recruitment of the Chief Executive and provide their line management. Undertake an annual appraisal with a clear set of objectives linked to the organisational strategy and monitor performance against these. Support and encourage the Chief Executive to work to the best of their ability, while also tackling any performance issues.
• Assist in the promotion of Vision Aid Overseas to potential donors, partners, collaborators and beneficiaries. Play a supportive role to the charity’s fundraising activities and foster new and existing donor and partner relationships.
• In conjunction with the Chief Executive, be the public face of Vision Aid Overseas and work to improve its profile with donors, other NGOs and the media.
• Take control of any serious adverse incident and coordinate the communication process with the Chief Executive.

Person Specification | Chair, Vision Aid Overseas

• Strong corporate governance experience in the not-for-profit, public sector or business sectors.
• Understanding of the international development arena, ideally linked to vision and eye care and/or health systems strengthening. D

• A commitment to the key policies of VAO (on Harassment and Misconduct, Recruitment of ex-offenders, Child Protection and Anti-Bribery) with the resolve and leadership to take appropriate action. E

• Track record of success in leading organisations at executive nor non-executive level to achieve results. E

• Skilled communicator and confident public speaker. E

• Possessing the gravitas to represent and promote Vision Aid Overseas effectively with key stakeholders. E

• Financially literate with strong commercial acumen. E

• Good negotiator, E

• Understanding of the opportunities and challenges in membership organisations. D

• Track record in developing and implementing fundraising and business development strategies including with the private and corporate sector. E

• Very well networked and willing to use own networks to benefit Vision Aid Overseas. E

• Able and willing to commit the time to the role and to provide support to the Chief Executive. E

• Willing to travel as required in the UK and overseas to promote Vision Aid Overseas’ work with beneficiaries, donors and key stakeholders. E