

Chair – Kyra Women's Project

About Kyra

Kyra Women's Project is the only independent charity in York that is dedicated to women's self-development. We provide support for women of all ages and backgrounds to take an active role in their own development through social, creative and training opportunities. In particular, we work with women who have specific needs around recovery - for example, recovery from domestic abuse, alcohol or substance misuse, or mental health.

Job Description of the Chair of Trustees

- The Chair will hold the Board and Executive Team to account for the charity's mission and vision, providing inclusive leadership and ensuring that they and each trustee fulfils their six main duties:
 - To ensure that Kyra is carrying out its purposes for the public benefit
 - To comply with Kyra's governing document and the law
 - To act in Kyra's best interests
 - To manage Kyra's resources responsibly
 - To Act with reasonable care and skill
 - To ensure that Kyra is accountable
- The Chair will develop the knowledge and capability of the Board of Trustees and appraise, and if necessary, refresh, the Board on an annual basis to ensure it has the right balance of skills and experience to lead the charity effectively.
- The Chair should establish an effective and supportive working relationship with the CEO, while respecting the boundaries between the two roles, and ensure she is held to account for strategic objectives. You will also conduct an annual appraisal and remuneration review.
- You will chair monthly meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision-making process.
- You will act as an ambassador and spokesperson for the charity in partnership with the CEO.
- You will maintain close relationships with key members of the Government and key influencers.

Person Specification

- Experience of chairing meetings and events and delivering presentations
- Experience of managing stakeholders;
- Evidence of strong leadership skills, ability to motivate staff and volunteers and bring people together;
- Able to demonstrate a strong and visible passion and commitment to the charity, its strategic objectives and cause;

- Evidence of strong inter-personal and networking skills, with tact and diplomacy and the ability to listen and engage effectively;
- Ability to commit time to conduct the role well, including attending events out of office hours and give support to the CEO as required;
- Understanding of the voluntary sector and experience of operating at a senior strategic leadership level, preferably in charity governance, and of working with or as part of a Board of Trustees;
- Financial management expertise and a broad understanding of charity finance issues.

Additional information

- **Remuneration:** The role of Chair is not accompanied by any financial remuneration, although expenses for travel may be claimed.
- **Length of service:** The charity's Chair (and board members) will serve a three-year term and be eligible for re-appointment for one additional term. The Chair has the right to attend any sub-committees.
- **Eligibility:** The law places certain restrictions on becoming a charity trustee. Visit the Charity Commission website at www.charitycommission.gov.uk