



# EIL UK Role Description

**Job Title:** Chair of Trustees / Chair designate

**Location:** Must have easy access to Malvern, Worcestershire

**Duration:** A three-year term

## Background

EIL UK (the Experiment in International Living UK) is a registered charity based in Malvern, Worcestershire and has existed in the UK since 1936. For over 76 years we have been working with people from different cultures, breaking down barriers to mutual understanding and increasing cultural awareness through our cultural exchange and homestay programmes. We believe that by being together, learning together and living together we can create a more peaceful and understanding world and our mission is to bring people together to develop lasting understanding across communities, borders and ideological divides.

EIL UK is a member of a worldwide Federation with partners in 23 countries. Federation EIL is one of the oldest and most established hosting organisations in the world and was recognised in 1989 as a Peace Messenger organisation by the United Nations.

For further information about our current programmes please visit:

[eiluk.org](http://eiluk.org)

[federationeil.org](http://federationeil.org)

## Overview

The board of EIL UK is the Governing body of EIL UK. Board members are both charitable Trustees and directors of a company limited by guarantee and their activities are governed by both charity and company law. The board is also the sole trustee of a related organisation, TEIL. Trustees will bring knowledge, skills and contacts to the activities of EIL UK.

EIL UK is currently looking at the future structure, skills and experience of its board. The present Chair has served some 8 years and plans to stand down once a successor has been appointed.

## Role Summary

The role of the Chair is to provide leadership and direction to the board of Trustees. The Chair's aim is to enable the board to fulfil their responsibilities for the overall governance and strategic direction of the organisation.

The Chair will ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations and to make sure that the organisation pursues its objects as defined in its governing document.

The Chair's role is also to work in partnership with the Chief Executive and team and to support the employees, helping them to achieve the aims of the organisation; and to optimise the relationship between the board of Trustees and the staff.

In addition to the general responsibilities of a Trustee, the Chair has a number of tasks specific to their role:

### **Roles and Responsibilities**

- Responsible for the robust governance of the organisation, ensuring appropriate policies and procedures are implemented and monitored
- Providing vision, leadership and direction for the board of Trustees in their role of setting the strategy and policy for the organisation
- Planning the annual cycle of board meetings and setting the agendas
- Chairing and facilitating the board meetings
- Giving direction to board policy meetings
- Monitoring that decisions taken at board meetings are implemented
- Acting as an ambassador for EIL UK, including representing the organisation at appropriate events, meetings or functions
- Acting as a spokesperson for the organisation where appropriate
- Liaising with the Chief Executive to maintain an overview of the organisation's affairs and to provide support as appropriate
- Acting as line manager to the Chief Executive, including:
  - providing guidance and support
  - setting targets and reviewing performance of the Chief Executive
  - approving personal expenses
- Making recommendations to the Board on the remuneration of the Chief Executive
- Sitting on appointment panels as required
- Acting as final stage adjudicator for disciplinary and grievance procedures

### **Qualities of a Chair**

- Commitment to the principles and vision of EIL UK
- Leadership ability
- Integrity, strategic vision and good/independent judgement
- Willingness to devote the time necessary to undertake the role
- Excellent communication skills combined with tact and diplomacy
- Understanding of the legal responsibilities and liabilities of a Trustee
- Knowledge and understanding of the responsibilities of a Charity trustee
- Understanding of business /strategic planning including financial matters
- Knowledge or understanding of key HR approaches including equality, diversity and inclusion principles
- Experience or understanding of management at board or executive level
- Sound decision-making
- Willingness to speak one's mind and listen to the views of others

### **Desirable**

- Experience of voluntary sector/volunteering
- Experience of cultural exchange worldwide
- Experience and skills in commerce, marketing and income generation

## **General responsibilities of a Trustee**

In addition to the responsibilities already outlined, the Chair as a Trustee has the following general responsibilities:

- Ensure that EIL UK applies its resources exclusively in pursuing its objectives
- Contribute actively to the board by giving firm strategic direction to the organisation, helping to set overall policy and define goals.
- Safeguard the good name and values of EIL UK
- Declare any conflict of interest while carrying out the duties of a trustee
- Be collectively responsible for the actions of EIL UK and other trustees
- Ensure the financial stability of EIL UK and the proper investment of funds
- Attend meetings and read papers in advance of meetings
- Participate in other tasks as they arise from time to time, such as interviewing new staff, helping with fundraising
- Keep informed about the activities of the organisation and wider issues which affect its work

In addition, each trustee should use any specific skills, knowledge or experience they have to help the board reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives or other issues relevant to the area of EIL UK's work in which the trustee has special expertise.

## **Terms and Conditions**

Pro bono appointment. Appropriate expenses will be reimbursed

**Location:** Home and 17 Graham Road, Malvern, Worcestershire, WR14 2HR

**Hours:** Board meetings take place each quarter and regular contact with the Chief Executive is desirable.

## **Appointment process**

Application form – closing date noon on Friday 4<sup>th</sup> July 2014

Informal meeting with Chief Executive

Interview with Chair and Vice-Chairs – 11<sup>th</sup> July 2014