**Chair Role Description**

**Purpose**

The Chair will be a RST Trustee and head the Board of Trustees who are responsible for the overall governance and strategic direction of Refugee Survival Trust, developing the organisations aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines. RST Trustees also often take on roles related to the day-to-day running of the organisation. RST is an incorporated charity, and its Trustees are also Company Directors.

**The Chair of RST will:**

* work together with the Board to provide leadership and strategic direction to the organisation;
* ensure that Board decisions are carried through, assisted by the coordinator
* work with the Company Secretary and wider Board to:
* ensure that RST meets its charitable objectives as laid out in the articles of association;
* ensure that RST is effectively run and meets all of its legal and regulatory requirements; and
* ensure that assets are safeguarded and used efficiently for those for whom the organisation exists;
* work with the Treasurer and wider Board to ensure that the organisation is accountable financially and in other ways;
* represent RST at stakeholder and partnership meetings
* ensure effective communication within the Board and with staff and volunteers
* ensure smooth running of Board meetings and effective and transparent decision-making
* take on specific roles as agreed for the smooth operation of the Board of Trustees and the organisation.

**Commitment**

The Chair will be expected to contribute around between 6 to 8 hours per week to the organisation and to attend board meetings around every six weeks. Board meetings are held alternately in Glasgow and Edinburgh. A minimum commitment of two years is requested.

**Refugee Involvement**

We are keen to involve refugees in the running of the organisation, and applications from refugees who meet the essential criteria set out below are encouraged.

**Remuneration**

The Chair is a voluntary position, although reasonable travel expenses can be refunded.

**Person Specification**

These are the competencies that we expect the Chair of Refugee Survival Trust to possess.

**Essential**

* Management and governance experience in the voluntary sector or elsewhere
* Empathy with refugee and asylum issues
* Willing and able to promote the success of Refugee Survival Trust and act as its ambassador
* Good communication skills and the ability to work as part of the Board to further the organisation’s aims
* Ability and time to represent RST in meetings with stakeholders
* Competent computer user and able to communicate regularly by email
* Able to exercise independent judgement and take reasonable care, skill and diligence in their role on the Board
* Willing and able to fulfil the legal duties of a Company director as set out in the Companies Act 2006, and the legal duties of a Charity Trustee

**Desirable**

The Chair should have strengths in at least one of the following areas. We do not expect the Chair to be skilled in all of these areas; RST depends on its Board of Trustees having a wide range of skills.

* In depth knowledge of refugee and asylum issues
* Organisational development/strategy
* Financial management
* Knowledge of legal compliance responsibilities of companies limited by guarantee and registered charities
* Management and development of paid staff/volunteers
* Successful fundraiser
* Lobbying, campaigning or advocacy skills
* Knowledge of equalities and human rights issues and best practice in employment
* PR, communication or events skills
* Research and analysis
* ICT management
* Project development/management experience
* Experience of running housing projects/knowledge of housing policy/law