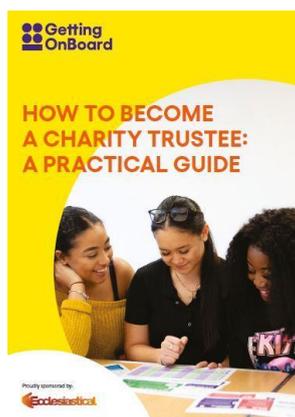




Could you be Getting on Board's next chair of trustees?

Thank you for your interest in becoming Getting on Board's next chair of trustees. We are really excited about your interest in our mission to change the face of trusteeship!



More about Getting on Board

Getting on Board is a national charity which supports people from all sectors of society to become charity board trustees, particularly those who are currently under-represented on trustee boards, such as young people, women, people of colour, disabled people and people with lived experience of disenfranchisement.

We also work with charities to help them recruit and retain trustees from a diversity of backgrounds and lived experiences, to access the broadest possible talent pool.

You would be joining Getting on Board at an exciting time in our development. We have doubled in size each year for the past two years but we remain a very small charity. We are on a steep growth trajectory and our new chair will play a key role in ensuring that we continue to grow our impact, whilst maintaining the high standards and quality of our campaigns, guidance and training.

We have a core part-time team of four, a pool of associates who deliver our training and support other strategic initiatives and nine trustees (not including the chair).

Please read more about Getting on Board on our website at: www.gettingonboard.org.

What you will gain from being our chair

- The opportunity to lead a unique organisation into its next stage of development and to make a significant impact on board diversity in the UK charity sector;
- The opportunity to lead a friendly, passionate team of trustees, staff and volunteers;
- Training in any areas where you feel you have development needs (we believe that all trustees should be lifelong learners);
- Out-of-pocket expenses such as travel and accommodation for meetings. Please note that this is a voluntary committee position.



What we are looking for from our new chair

We are looking for a new chair of trustees to lead us into our next exciting stage of development. We have grown our impact and profile significantly in the last few years and we want to continue that trajectory with your support.

What we are looking for:

- You have grown the impact, reach, profile and income of a small-medium organisation;
 - You have expertise in income generation, and setting up internal systems necessary to support significant growth.
 - You have led, or played a significant part in, the growth and transformation of, another small-medium sized organisation.

- You have served as a trustee before, particularly in small-medium sized charities, and you have a strong understanding of the UK charity sector;
 - You have a good understanding of charity governance issues, so that we can strengthen Getting on Board's governance, and so that you can engage with Getting on Board's mission externally.
 - You understand the division between strategy and operations, and will support the CEO to deliver the organisation's objectives.
 - You are comfortable with the practicalities, restrictions and agile ways of working required to lead a small charity with restricted resources.

- You have strong financial management skills and a broad understanding of charity finance issues;
 - We are entering another period of growth and strong financial management skills will be essential to support income generation, forecasting and growth.

- You are passionate about Getting on Board's mission.

- You have an inclusive leadership style and are experienced in leading diverse teams towards ambitious outcomes;
 - You demonstrate the ability to listen and engage effectively. You are comfortable with challenge and debate and are able to encourage that in others whilst fostering a collaborative board environment.
 - You are skilled at empowering and inspiring trustees and staff to allow them to contribute fully to Getting on Board's mission.

You don't necessarily need to have been a chair of trustees before, but we are asking for applicants to have served as a trustee before. An understanding of the joys and challenges of being a trustee is key to the role. Previous board or committee chair experience is



preferred but not essential, however, previous trustee experience and understanding of the chair role is essential.

We are open to a co-chair arrangement, in order to make this role more attractive to a wider range of candidates, but applicants will need to apply individually. Please let us know in your application if you are interested in co-chairing and please indicate if there is another applicant with whom you would want to serve as co-chair.

We'd particularly love to hear from people from one or more groups under-represented on trustee boards, since this is core to our mission. Please don't count yourself out of applying.

Chair role description

- Provide strategic leadership to the charity and the Board, ensuring that Getting on Board has maximum impact.
- Ensure that trustees fulfil their duties and responsibilities, and that the organisation has the correct policies and procedures
- Ensure that the Board provides strategic direction for the charity's staff and volunteers.
- Work diplomatically with trustees, staff and volunteers to enable them to do their best for the organisation.
- Plan and chair the board meetings and the AGM, with others as appropriate.
- Act as a spokesperson and figurehead for Getting on Board.

What we look for from all of our Trustees

As well as looking at how your skills, experience and knowledge can support Getting on Board's mission, we will also be looking for the following qualities which we ask for from all of our trustees:

- a commitment to the mission of Getting on Board;
- an ability to meet the time requirement;
- integrity;
- strategic vision;
- good, independent judgement;
- an ability to think creatively;
- a willingness to speak your mind and an ability to respect other people's opinions;
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship (we can provide refresher training on this);
- an ability to work effectively as a member of a team and to take decisions for the good of Getting on Board.

Trustee responsibilities

You can read about the role of trustees on the Charity Commission's website:

<https://www.gov.uk/guidance/charity-trustee-whats-involved>



You can read about Getting on Board's current trustees here: www.gettingonboard.org/team

As chair of trustees, you have the same level of legal responsibility as our other trustees. As chair, you do not have any more say than other trustees and it is part of your role to enable other trustees to contribute to the charity. For more information, see <https://www.associationofchairs.org.uk/>

Time commitment

We estimate that the time commitment will be around eight hours a month. The Board meetings are four times a year but there is work throughout the year, including sub-committees, meetings with external stakeholders and regular meetings with the CEO. Meetings are currently in London or held remotely.

Our governing document requires a third of our trustees to retire each year, so it is likely that the chair's tenure will be three years, with an option to continue for another three years.

Application process

1. Applications received by 9am on Friday 19th November 2021.
2. Informal chats with the CEO (online) week of 22nd November.
3. Two interviews with current trustees (online) on the afternoons of Wednesday 24th November and Friday 26th November.
4. The final candidate may be invited to observe the board meeting on 7th December, 5-7pm (London).
5. Appointment is subject to approval by Getting on Board's trustees.

If you are unable to make any of these interview and meeting dates, please don't let that stop you applying. Tell us in your application and, if you are shortlisted, we will make alternative arrangements.

How to apply

Please send your CV with a cover letter. Your cover letter should explain:

- o why you are applying;
- o how you meet the requirements specified above;
- o any other ways you think your experiences might help Getting on Board.

We expect most cover letters will be around a page long, and should not be more than two pages long. You are welcome to send a video application instead of a cover letter if you prefer (we would still like a copy of your CV please). Please cover the points above and send the video to recruitment@gettingonboard.org.

If you have any questions, please contact CEO, Penny Wilson, on penny@gettingonboard.org.

Please email your application to recruitment@gettingonboard.org by **Friday 19th November 2021, 9am**.