

Role and Responsibilities of Chair of Youth Access

Purpose

- To lead the Board of Youth Access in providing effective and inspirational governance to Youth Access
- To work in partnership with the Director to help achieve the mission of Youth Access
- To champion Youth Access, young people, Youth Access members and Youth Information, Advice, Counselling and Support Services generally
- To report to the Chair of the National Youth Agency on all matters connected to the governance of Youth Access

Responsibilities

- Chair meetings of the Board; seeing that it functions effectively and carries out its duties; setting overall strategy and policy objectives
- Ensure the proper governance of the charity and that it meets its legal, financial and regulatory responsibilities
- Ensure the proper and efficient conduct of trustees' meetings whilst encouraging full participation in order that due consideration is given to agenda items
- Plan the annual cycle and set the agendas of Board meetings
- Give direction to the Board's policy-making
- Bring impartiality and objectivity to decision-making
- Monitor the implementation of decisions taken at meetings
- Where required represent the organisation at functions and meetings
- Facilitate change within the organisation and liaise with the Chair of the NYA and the Director to achieve this
- Act as a spokesperson and promoter for Youth Access as appropriate
- Work in partnership with the Director to keep an overview of Youth Access' affairs and provide support as appropriate
- Lead the process of appraising the performance of the Director
- Where required sit on appointment and disciplinary panels in consultation with the Chair of NYA
- Ensure the composition of the Board and any sub-committee(s) is made up of members with appropriate skills. Succession planning and the recruitment of new Trustees to be undertaken with the agreement of the Chair of NYA.
- Avoid any conflict of interests and comply with Youth Access Conflict of Interest Policy.
- Report as required to the Chair of the National Youth Agency on all matters concerned with the governance of Youth Access.

Collective duties of all trustees

- Champion the information, advice, counselling and support needs of young people and their access to effective and high quality services
- Ensure the effective governance of the charity
- Approve the rolling 3-year strategic plan and annual business plan and monitor progress against these.
- Determine/approve the annual budget and monitoring progress against it.

N.B. The terms and conditions of employment for all permanent staff of Youth Access are set by the National Youth Agency. The YA Board has delegated powers to ensure that staff and the working practices of YA comply with the employment policies set by the National Youth Agency.

The skills, knowledge, experience and qualities we are looking for

<p>1. Knowledge, understanding and experience</p>	<p>As well as having a knowledge and understanding of good governance, the potential Chair should have:</p> <ul style="list-style-type: none"> • Effective leadership skills • Ability to grasp a strategic vision • Experience of committee work and trusteeship • Demonstrable knowledge, experience and/or interest in young people
<p>2. Personal attributes and attitudes</p>	<p>The Chair should:</p> <ul style="list-style-type: none"> • Like young people • Have effective interpersonal and communication skills • Be both professional and passionate • Be tolerant of the views and opinions of others but not be afraid to offer positive challenge <p>The Chair should have a commitment to:</p> <ul style="list-style-type: none"> • Nolan’s seven principles of public life: selflessness; integrity; objectivity; accountability; openness; honesty and leadership • Pursuing the best interests of young people, particularly their social, emotional and mental health • The value of information, advice and counselling • Equal opportunities and anti discriminatory practice
<p>3. Time Commitment</p>	<p>The Chair should be in a position to commit a minimum of 12 days per annum to the role, including reading of relevant papers, attendance at meetings and occasionally representing the charity externally.</p>
<p>4. Term of Office</p>	<p>The Board of the National Youth Agency as the sole member of the company Youth Access has the power to appoint the Chair and the trustees of Youth Access. The term of office of the Chair and trustees of Youth Access will be three years with the option to renew this for one further three year period.</p>

All Trustees will undergo a period of induction, aimed at familiarising them with the work of Youth Access and their role as Trustees. The role of Trustee is an unpaid voluntary position. However, expenses will be paid.

The following are the main legal and regulatory responsibilities of all trustees

- Ensuring the charity operates lawfully, complying with charity law, company law and other relevant aspects of the general law.
- Setting the strategy and undertaking the strategic management of the charity.
- Ensuring that the charity complies with its Memorandum and Articles of Association and all applicable legislation and regulations.
- Ensuring that the charity pursues its objects as defined in the Memorandum and Articles of Association
- Ensuring that the charity applies its resources exclusively in pursuance of its objects.
- Supervising the committees of the charity and ensuring high standards of staff performance and conduct, particularly the chief executive and through her/him all those employed by the charity
- Ensuring the financial stability of the charity.
- Ensuring proper accounting records are kept.
- Ensuring the effective and efficient administration of the charity.
- Protecting and managing the property of the charity.
- Ensuring the proper investment of the charity's funds.
- Approving the charity's policies.
- Safeguarding the good name and ethos of the charity.