

## **WWT Chair of Council - role profile and person specification**

[This document should be read in conjunction with the WWT Trustee role profile. It supplements the Trustee role profile, identifying the additional duties, responsibilities qualities and time commitment required of the Chair of Council.]

### **1.0 Overall responsibility**

*‘The chair provides leadership to the board with prime responsibility for ensuring it has agreed priorities, appropriate structures, processes and a productive culture and has trustees and senior staff who are able to govern well and add value to the charity.’* Charity Governance Code (2.4.2)

The Chair’s main role is to provide clear leadership of Council, set the board agenda and lead the other trustees in playing a full role in the development and determination of WWT’s strategy.

### **2.0 Additional duties and responsibilities of the Chair**

- Create a board environment with strong team working relationships where challenge and scrutiny are welcomed.
- Lead and mentor other Council members, encouraging them to contribute their skills, experience and opinions in order to fulfil their trustee responsibilities.
- Approve the annual cycle of Council meetings, meeting agendas, chair and facilitate effective meetings, monitor decisions taken at meetings and ensure they are implemented.
- Annually review Council structure, role, staff relationships and implement agreed changes as necessary.
- Annually review the contribution of delegated committees, advisory boards and associated subsidiary organisations including the performance of those leading them.
- Undertake evaluations of the performance of individual trustees and when required support improvement activities.
- Have a clear grasp of the Charity’s financial position and ensure full and timely financial transparency and information disclosure to Council.

- Maintain Council's commitment to trustee diversity, renewal and succession planning, in line with the Charity's articles and current good practice.
- Lead the Board in fostering relations with beneficiaries, supporters, current and potential funders/donors.
- Lead the CEO appointment process.
- Provide leadership and support to the CEO, consulting with them on matters of strategic importance.
- Appraise the performance of the CEO, holding them to account for the effective management and delivery of the Charity's strategic aims and objectives.
- Make themselves available to the CEO on specific matters that arise as well as for regular informal updates on the Charity's work and performance.

### **3.0 Additional qualities of a Chair**

#### **3.1 Essential**

- Strong business and financial acumen.
- Prior experience chairing boards and/or committees.
- Highly developed communication and interpersonal skills.
- Proven leadership and organisational skills.
- Able and willing to devote sufficient time to carry out the role of Chair.

#### **3.2 Desirable**

- Leadership skills exercised through a period of change.

### **4.0 Additional time commitment**

- The Chair is expected to invest appropriate time planning and preparing for meetings and in liaison with the CEO and other senior staff on matters requiring the Chair's input.
- The additional time commitment in the role of Chair is estimated at 10 days per year making a total estimated time commitment as a Trustee of 20 days per

annum.

- It is important that the Chair can visit the Charity's head office located at Slimbridge, Gloucestershire and occasional visits to the Charity's other sites located throughout the UK.

## **5. Terms of office**

- Council elects the Chair from among their number for a term of three years.
- The Chair may be re-elected after the expiry of their three-year term. Their period in office may (ordinarily) not exceed six consecutive years.

Adopted by WWT Council on: 6<sup>th</sup> June 2024