

ROLE DESCRIPTION: CHAIR OF THE BOARD OF TRUSTEES

The Board of Trustees (the Board) is responsible for the governance of Kites Trust. It is responsible for developing policies, providing strategic direction to the Chief Executive and monitoring performance. The Board ensures that Kites Trust fulfils its purpose and serves as a wise steward of its resources while preventing unacceptable actions and situations.

COMPOSITION: The Board comprises up to eight (8) Trustees, including a Chair, Secretary and Treasurer.

TERM: A Trustee's term has a duration of approximately two years, commencing from the AGM at which the Trustee's tenure is first confirmed, and concluding at the second AGM thereafter. A Trustee may serve a maximum of three terms. A Trustee whose term is concluding may nominate to serve a subsequent term. Approval is at the Board's sole discretion.

SELECTION: Trustees are appointed by the Board.

COMPENSATION: Reasonable travel expenses only.

TIME COMMITMENT: The board meets online monthly, with a two-hour formal board meeting one month followed by a one-hour informal/board only meeting the following month. Additional online meetings may be organized if necessary. In addition, the Board meets face to face in October each year for the Annual General Meeting and new Trustee induction day.

Trustees are expected to undertake thorough meeting preparation and to contribute collaboratively. In addition, the Chair will work closely with and function as a conduit between the Chief Executive and the Board.

The total time commitment for the Chair is expected to average 10-12 hours per month.

RESPONSIBILITIES OF THE CHAIR

In addition to the responsibilities of a Trustee (detailed in the attached role description), the responsibilities of the Chair include:-

- Ensure there is a clear vision and strategic direction and that the strategic objectives of the organisation are in line with the objects defined in the organisation's constitution.
- Regularly review progress toward the achievement of objectives.
- Ensuring strategic planning is conducted and that a sound strategic plan and annual business plan are in place.
- Ensuring an annual AGM is held where the financial statements are approved, an auditor is appointed for the next year and where elections are held to appoint new Trustees to the Board.
- Occasionally acting as ambassador on the behalf of Kites with external stakeholders.
- Manage relationships with the Chief Executive and between Trustees to ensure cordial, professional and productive interactions.
- Ensuring risks to the organisation are managed.

- Ensuring the performance of the Chief Executive is monitored and evaluated.
- Lead the Board in the development of a Board culture conducive to high Board performance
- Encouraging all Trustees to contribute to debate and decision making.
- Ensuring efficient board processes are in place.
- Ensuring the integrity and fulfilment of the Board's process.
- Ensuring that the Board conducts business consistent with its own rules, including that quorum is maintained at each meeting for the Board to make decisions.

The Chair is expected to:

- Preside at each Board meeting and conduct meetings efficiently.
- Set the Agenda in collaboration with the Chief Executive.
- Ensure minutes of Board decisions and discussions are kept for each meeting and that Board papers are distributed in advance of meetings.
- Ensure the Board's resources are well and appropriately used.
- Serve as contact for Board issues.
- Hold Trustees accountable for attending meetings.
- Lead voting and decision-making process at Board meetings.
- Ensure subcommittees are operating under appropriate terms of reference and supporting the board.