



## Trustee Chair Job Description & Person Specification

Owner: Governance and Legal Board Committee

Version 2

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Author: Jon Smith using original source material in Staff Handbook – but reconfigured to new document format & then changed using NCVO Trustee & Chair templates, their own Trustee JD, RM specifics and Keith Rose initial comments.

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### **JOB DESCRIPTION** – The duties of a Railway Mission Trustee are as set out below.

1. Attending the Annual General Meeting which often takes place in June digitally or in York
2. Regularly attending the following and contributing actively to them whilst striving to act as a group rather than a group of individuals:
  - a. The Board, (5 p.a.), which is held digitally or in the Chaplains Office in Kings Cross mainline station, London;
  - b. One of the four Board Sub-Committees, which meet one to four times a year;
  - c. An annual Trustee event to work on particular issues.
3. New Trustees are expected to commit to an induction process over their first 6 months.
4. Ensuring that Railway Mission pursues its stated objects (purposes), as defined in its Memorandum & Articles (M&A) governing document, by developing, agreeing and updating as necessary a long-term strategy.
5. Ensuring that Railway Mission complies with its M&A, charity law, company law and any other relevant legislation or regulations.
6. Ensuring that Railway Mission applies its resources wisely & exclusively in pursuance of and in the best interests of its charitable objects, (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are), for the benefit of the public.
7. Ensuring that Railway Mission defines its goals and regularly evaluates performance against agreed targets.
8. Safeguarding the good name and values of Railway Mission and getting external professional advice where there may be material risk to Railway Mission or where the Trustee may be in breach of their duties.
9. Ensuring the effective and efficient administration of Railway Mission, including having appropriate policies and procedures in place.
10. Ensuring the financial stability of Railway Mission so it remains solvent and avoiding undertaking activities that might place Railway Mission's property, funds, investments, assets or reputation at undue risk.
11. Taking special care when investing the funds of Railway Mission or borrowing funds for Railway Mission to use.
12. Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Executive Director.



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13. In addition to the above statutory duties, each trustee should exercise reasonable care and skills as Trustees to use any specific skills, knowledge or experience they have to help the Board of trustees reach sound decisions. This may involve writing board papers, scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

*The duties of the Railway Mission Trustee Chair which are in addition to those above are set out below.*

14. *Leading the Board and Railway Mission to enable it to fulfil its charitable purpose. Specifically this involves:*
- a. *Planning and preparing for the annual cycle of Board meetings and the AGM with others as appropriate, including providing input to the Trustee's annual report and sign off on annual accounts after AGM approval.*
  - b. *Chairing and facilitating Board meetings ensuring that:*
    - i. *Agreeing agenda and giving direction to Board policy making;*
    - ii. *A balance is struck between timekeeping and space for discussions.*
    - iii. *Business is dealt with and decisions made impartially and objectively.*
    - iv. *Discussion is kept at a strategic level.*
    - v. *Decisions, actions and deliberations are adequately minuted.*
    - vi. *The implementation of decisions is clearly assigned and monitored.*
  - c. *Attending Board Committees as required and liaising with Trustees.*
15. *Ensuring an effective relationship between the Board and the staff and the Board and the external stakeholders, identifying and addressing conflict where necessary.*
16. *Participating in Trustee Interviews, identifying skills gaps in the Board, developing Trustees & succession plans for them, and chairing Disciplinary & Grievance Appeals.*
17. *Acting as a spokesperson and figurehead as appropriate [Annual conference. Key industry meetings with Executive Director (ED), Events/dinners. IRM.]*
18. *Supervising and supporting the Executive Director. Specifically this involves:*
- a. *Ensuring adequate support and supervision arrangements are made for the ED.*
  - b. *Drafting ED objectives with ED in line with strategy and obtain Board approval for such.*
  - c. *Hold regular 1 to 1s with ED and a twice yearly performance review & recommend annual ED pay rises as appropriate to Board.*
  - d. *Ensure that a successor for the ED role is found before the current incumbents term of office finishes.*

**PERSON SPECIFICATION** – Railway Mission Trustees should demonstrate the qualities as set out below.



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19. Motivated by Christian love, a strong desire to improve how Railway Mission provides pastoral support via its chaplaincy services whilst appropriately propagating the Christian Gospel.
20. A commitment to the mission of Railway Mission and the willingness to devote the necessary time and effort to Railway Mission. There are five 2 to 3 hour Board meetings a year and each Trustee is on one of the Board Sub-Committee which meet one to four times a year. Reading the paperwork for the Boards or Board Sub-Committees takes about an hour or so.
21. An ability to rise beyond operational issues to focus on the Strategic vision for Railway Mission.
22. Good independent judgement and a willingness to speak their mind.
23. An ability to listen to other views and to work effectively in a team.
24. An ability to think creatively and embrace change.
25. An understanding and acceptance of the legal duties, responsibilities and liabilities of being a charity Trustee.
26. Demonstratable selflessness, integrity, objectivity, accountability, openness, honesty and leadership. There is no salary paid for being a Trustee. Expenses incurred on Railway Mission are reimbursable if the Chair agrees.
27. Upon joining Railway Mission, and annually thereafter each Trustee needs to indicate their agreement with the Railway Mission Doctrinal, Faith & Lifestyle Statements.

*The qualities of the Railway Mission Trustee Chair which are in addition to those above are set out below.*

28. *A willingness to lead Railway Mission and the relevant skills to run a meeting well.*
29. *Good communication and interpersonal skills along with tact, diplomacy and powers of persuasion.*
30. *Leadership skills and experience of chairing committees at a senior level, preferably with Trustees who are un-remunerated volunteers.*