C2 Board of Trustees Chairperson Role Description and Person Specification

Please also refer to the BTOG Trustee Terms of Reference – the content of this policy applies to all trustees including the Chairperson. The Board of Trustees (BoT) Chairperson main responsibility is to enable the Board of Trustees to fulfil their responsibilities for the overall governance and strategic direction of BTOG and to ensure that BTOG complies with its governing document, charity law and any other relevant legislation or regulations.

Ensure the Board of Trustees (BoT) functions properly
- To chair and facilitate the BoT meetings and Annual General Meeting (AGM).
- To ensure matters are dealt with in an orderly, efficient manner.
- To monitor that decisions taken at BoT meetings are implemented.
- To review governance performance.
- To plan for recruitment and renewal of members of the BoT as per the terms of office in the governing document.

Ensure that BTOG is managed effectively
- To liaise with the Senior Executive Officer (SEO) and/or Steering Committee Chair (in person, by phone and email) to keep an overview of BTOG’s affairs and to provide appropriate support.
- To adjudicate in grievance procedures where needed.
- Representing BTOG at external meetings, conferences or acting as spokesperson for BTOG where appropriate.

Essential Qualities
- Knowledge of thoracic oncology field.
- Knowledge of legal responsibilities and liabilities of Trustees.
- Commitment to BTOG’s mission and vision.
- Willingness to devote the necessary time and effort to their duties as Chair and Trustee.
- Good leadership skills and communication/interpersonal skills.
- Integrity and good independent judgement.
- Tact and diplomacy.
- Ability to work effectively as a member of a team of experienced and independent individuals giving their time as Trustees.

Time Commitment: In addition to the time commitment for trustees detailed in the Trustee Terms of Reference, for meetings and other responsibilities, the role of BoT Chair requires an estimated commitment of 2 hours per month. The BoT Chair or other trustee may also attend the Steering Committee Meetings – held 4 times a year (12 hours per year).

Reimbursement: This is a voluntary post with no remuneration.