

Chair Role Description

Role Title: Chair of Trustees

Direct report: Senior Nursery Manager

About Camden Community Nurseries

Camden Community Nurseries (CCN) is a charity that provides affordable early years childcare to working parents and carers in Camden and neighbouring boroughs. There are three nurseries – Acol, Sington are located in West Hampstead and Montpelier in Kentish Town. A small central staff, led by the senior nursery manager and comprising a finance manager and an administrator, are based at Acol Nursery. They are supported by an external consultant who provides strategic and operational advice. Each nursery has its' own team of early years childcare staff.

The Board of trustees comprises of two parent trustees from each nursery, each bringing their own professional experience as well as their understanding of the provision of childcare by CCN, and one non-parent trustee who is from a financial services background. Additional trustees will be recruited once the new Chair is in post.

Role Summary

The role of the Chair is to provide leadership and direction to the board of Trustees. The Chair's aim is to enable the board to fulfil their responsibilities for the overall governance and strategic direction of the organisation. The Chair will ensure that the organisation complies with its governing document, charity law, company law, OFSTED and any other relevant legislation or regulations and to make sure that the organisation pursues its objectives as defined in its Articles of Association.

The Chair's works in partnership with the senior nursery manager helping to achieve the aims of the organisation; and to optimise the relationship between the Board of Trustees and the staff.

In addition to the general responsibilities of a Trustee, the Chair has a number of tasks specific to their role

Main Responsibilities of the Chair

- Providing strategic leadership at board level
- Planning the annual cycle of board meetings and setting the agendas
- Chairing and facilitating the board meetings
- Monitoring the implementation of decisions taken at board meetings
- Representing the organisation at appropriate events, meetings or functions
- Acting as a spokesperson for the organisation where appropriate
- Liaising with senior paid staff and board members to keep an overview of the organisation's affairs

Attending and being a member of other committees or working groups when appropriate in role as Chair.

Qualities of a Chair

- Committed to the non-profit, affordable childcare ethos of the organisation
- Demonstrable leadership ability
- Possesses integrity, strategic vision and sound, independent judgement
- Commitment to the necessary time and effort required for the role
- ability to take decisions for the good of the organisation
- Good communication skills – an ability to commute with a wide range of partners, parents, external organisation and local authorities.
- A professional and diplomatic approach
- Willingness and ability to work effectively as a member of a team
- An understanding of the legal responsibilities and liabilities of a trustee

Desirable experience

- Prior experience of trustee work
- Knowledge of the education environment particularly in early years
- A wider involvement with the community

General Responsibilities of a Trustee

In addition to the responsibilities already outlined, the Chair as a trustee has the following general responsibilities:

- ensure the organisation applies its resources exclusively in pursuing its objectives
- contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- safeguard the good name and values of the organisation
- declare any conflict of interest while carrying out the duties of a trustee
- be collectively responsible for the actions of the organisation and other trustees
- ensure the effective and efficient administration of the organisation
- ensure the financial stability of the organisation and the proper investment of the organisation's funds
- protect and manage the property of the organisation
- attend meetings and read papers in advance of meetings and attend subcommittee meetings as appropriate
- keep informed about the activities of the organisation and wider issues which affect its work

Time Consideration

Board meetings:

The Board meets at least 4 times a year

Subcommittees:

The following Board subcommittees are in place and have their own additional time commitments:

- Finance
- HR
- Communications

NOTE: The Chair is not an official member of these subcommittees but does attend in their capacity as Chair as and when appropriate.

It is important that the Chair is able to visit the organisation's nurseries, as required and be available to senior staff by email or by telephone.

The time commitment for the Chair is expected to be on average 2 days per month. This is a voluntary role. Some out of pocket expenses can be reimbursed.