

## **Chair of Board of Trustees**

**Main Location: Liverpool**

### **Applicants Pack**

#### **Introduction**

The Board of Trustees of the Daniel Adamson Preservation Society (D.A.P.S.) is collectively responsible for the governance, strategic direction, financial health and for the staff and volunteers of the charity. The Daniel Adamson “The Danny” is a 1903 steamship on the National Register of Historical Ships.

The Daniel Adamson Preservation Society was formed in 2004 to purchase, preserve and ultimately restore to a fully operational condition the coal fired steam tug/tender ‘Daniel Adamson’. The intention was, and remains to this day, that the restored vessel will secure for the public a historically significant artefact which will demonstrate the industrial technology in use over 100 years ago and tell the story of its varied life since it was built on the Mersey. Affordable opportunities will be provided to the whole of the community to:

- Learn about the heritage of the vessel
- Understand its contribution to local industrial development during the early part of the 20<sup>th</sup> century
- Participate in events, exhibitions on board the vessel whilst on static display
- Enjoy the experience of sailing on a coal fired, steam powered vessel on the waterways of the North West of England
- Provide opportunities for volunteering in a number of different roles to support the future maintenance the general public

As the Chair of the Board of Trustees, you will provide leadership to the Board and the Director, and together with the Board have the ultimate responsibility for the charity, including its assets, finances and employment of staff and volunteers.

The role of the chair is a voluntary position and therefore carries no remuneration, although expenses for travel may be claimed.

### **The Role**

#### **Principal Responsibilities**

1. Strategic Leadership
  - To lead the Board and Director in setting the strategic direction of the charity, defining goals, setting targets and evaluating performance against agreed targets; reviewing risks and ensuring these are monitored and appropriately mitigated
  - To work co-operatively with the Director and other Trustees to develop the effectiveness of the Board and to adhere to best practice in governance
  - To ensure compliance with the charity’s code of conduct and professional standards by behaving personally in a professional manner at all times and ensuring this code of conduct is observed by all trustees; promoting charity policies including equality and diversity
  - To ensure the charity acts within employment and health and safety laws

- To ensure that proper and formal arrangements are followed for the appointment, supervision, support, appraisal and remuneration of the Director
- To liaise regularly on behalf of the Trustees with the Director in order to maintain an overview of the Charity's operations; for performance management; for planning and preparation of Board agendas
- To conduct an annual appraisal and remuneration review for the Director in consultation with other Trustees
- To ensure a constructive relationship with, and provide support to the Director, staff and volunteers, observing proper boundaries of responsibility

## 2. Governance and Finance

- To ensure that governance arrangements are working in the most effective way for the Charity
- To ensure that the charity complies with its governing documents, and any other relevant legislation or regulation
- Develop the knowledge and capability of the Board of Trustees
- To ensure the effective and efficient administration of the charity, including adherence to appropriate policies and procedures
- To ensure the financial stability and sustainability of the charity, working co-operatively with the Director

## 3. Strategy and planning

- Act as an ambassador for the charity and act as a spokesperson when necessary
- To lead the Board of Trustees and Director in planning for the charity's future and setting the strategic direction through business plans and monitoring progress on a regular basis
- Developing and agreeing the Charity's strategic plan, ensuring that it is effective in meeting the aims of the charity, the needs of its members, volunteers, users, staff and customers and that the resources (staff, skills, finance) are in place to deliver these.

## 4. Efficiency and effectiveness

- To chair meetings of the Board of Trustees acts effectively and efficiently, and with impartiality and objectivity in its decision-making process
- To ensure that the Board of Trustees acts effectively and efficiently, and with impartiality and objectivity in its decision-making process
- To ensure that Trustees are fully engaged in the decision-making process and that decisions are taken in the best, long-term interests of the Charity and that the Board takes collective ownership of its decisions;
- To work closely with the Director to give direction to Board policy making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of trustees.
- To monitor that decisions taken at meetings are implemented.

## **The person**

You will need to be an energetic person. With passion and time to devote to the leadership of this vibrant and ground-breaking local charity. You should have experience of being a charity trustee.

The Chair of the Board of Trustees must be able to demonstrate:

- Personal gravitas and authority to lead a significant local charity
- Passion for the strategic vision of DAPS
- Strong interpersonal and relationship building qualities
- Strong networking capabilities that can be utilised for the benefit of the charity
- Tact and diplomacy, with the ability to listen and engage effectively
- Ability to achieve consensus and commitment
- Ability to foster and promote a collaborative team environment
- Ability to think strategically
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship and compliance with the policies of the charity as they apply to trustees
- Commitment to the charity and acting as an ambassador and in its best interests at all time
- Ability to exercise good, independent judgement
- Ability to work effectively as a member of a team
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences

## **Time commitment**

Willingness to devote the necessary time is crucial – there are four Board meetings per year. Additional time is required for regular meetings with the Director, for reading documents and responding to emails, networking and promoting the charity, its activities and events.

Travel and attending events out of hours is also required occasionally.

The chair can expect to spend around 3-4 days per month on charity business.

## **Additional information**

The above list is indicative only and not exhaustive. Additional duties commensurate with the role will be required from time to time.

## **How to apply**

Please email a cv and cover letter to our director, Andrea Ward email:

[andrea.ward@danieladamson.co.uk](mailto:andrea.ward@danieladamson.co.uk)

If you would like a call to discuss the role in more detail, please email our current Chair [dan.cross@tdanieladamson.co.uk](mailto:dan.cross@tdanieladamson.co.uk) to arrange a convenient time to discuss further.

The closing date for applications is **Monday 28<sup>th</sup> October 2019**

Interviews will be held on **22nd November 2019**.