

Committee Chair Role Description

Purpose of the Role

The Chair provides leadership and direction to the committee, ensuring it functions effectively, achieves its objectives, and contributes to the wider mission of the charity. They act as the committee's main link with the charity's board of Trustees and Central Team.

All ADCH Committee Chairs are required to hold Trustee status. Where someone is not already a Trustee, they may be co-opted onto the Board for an interim period typically lasting up to 12 months. To continue beyond this period, the individual must stand for election to the Board by a vote of the ADCH membership.

Key Responsibilities

Leadership & Governance

- Provide clear direction and leadership to the committee.
- Ensure the committee operates within the charity's constitution, policies, and legal framework.
- Uphold the values and mission of the charity in all discussions and decisions.

Meetings

- To chair relevant committee meetings effectively.
- In liaison with the Central team, ensure the planning and arrangements are in place for committee meetings.
- Set agendas in consultation with committee members and the Central team.
- Ensure meetings are conducted fairly, inclusively, and efficiently.
- Summarise decisions and agree clear actions with assigned responsibilities, and check draft minutes.

Communication

- Act as the committee's main point of contact with the charity's Board of Trustees and Central Team.
- Report regularly on progress, delegated decisions and recommendations.
- Ensure with the Central Team, that committee members receive timely information to make informed decisions.
- Seek member input, feedback, or consultation where appropriate.
- Represent the committee's work to the ADCH membership as required (*e.g., at open meetings, conference sessions, or written updates*).

Teamwork & Participation

- Encourage active participation and constructive debate among members.
- Ensure that the committee has the skills needed to carry out its functions effectively and recruit new committee members as needed.
- Support and mentor committee members where appropriate.
- Foster a collaborative and respectful environment.

Accountability

- Ensure decisions are implemented and monitored.
- Oversee the preparation of reports or recommendations for the board including reporting on decisions delegated by the Board to the Committee.
- Ensure compliance with charity governance and other policies.

Committee Terms of Reference

This Role Description is to be read in conjunction with the Committee Terms of Reference.

Person Specification

- Strong leadership and facilitation skills.
- Ability to manage meetings effectively and build consensus.
- Good communication and interpersonal skills.
- Confident speaking to groups or presenting at events or meetings.
- Understanding of charity governance and commitment to the charity's mission.
- Integrity, impartiality, and respect for confidentiality.

Time Commitment as Committee Chair

All ADCH Committee Chairs are also Trustees and Members of the relevant committee and so must prepare for and attend Trustees' meetings and committee meetings plus occasional other events of the charity (for example AGM, Conference and Open meetings).

A typical annual *minimum* commitment for a Committee Chair includes:

- 4 Board Meetings (usually online): approximately 3 hours each
- 4 Committee Meetings (usually online): approximately 2-3 hours each
- 1 in-person Open Meeting (held anywhere within ADCH jurisdictions): typically, two days, incorporating a Board meeting, plus travel time as required
- 1 Board Away Day: a full day, plus travel time as required
- 3 online Open Meetings including AGM: approximately 3 hours each
- 2-day Annual Conference: attendance across both days, plus any necessary travel time.
- 2 Committee Chair meetings each year (approx. 1 hour each)
- Annual Trustee 1:1 Meeting with Chair/Vice Chair (1 hour)

Additional time commitment includes:

In addition to the above, Committee Chairs estimate they typically spend 5–10 hours per month undertaking duties associated with the role, such as:

- Chair's additional preparation time for meetings and checking draft minutes and actions after meetings.
- Ad hoc liaison with other Committee Chairs and Officers
- Liaison with Central Team on a variety of topics, as required (for example giving support regarding handling of complaints or enquiries, relevant projects, meetings with external parties etc.)
- Participation in ad hoc working groups for project-specific tasks related to the committee's remit, with time commitments varying depending on the project.
- Recruitment and support of committee members.

Actual time commitments may vary depending on the committee's workload and any project-related activities.