

## THE ROLE OF THE CHAIR

The Board of Trustees meets monthly; meetings are held at NAPA, Anlaby Road, Hull. These meetings generally last for a maximum of three hours and the average monthly commitment for the Chair is somewhere between 8-10 hours.

## PERSON SPECIFICATION

The Board of Trustees is looking for someone with:

- experience of at least two of the following : the charity sector, capital project planning & delivery, training & education, performing arts, fundraising or the heritage sector
- excellent leadership skills , who can facilitate succession planning and change
- the ability to make sure that decisions are taken and actions are followed up
- tact, diplomacy, fairness and impartiality, someone who can address any conflict within the board
- good time-keeping skills
- experience of managing organisations and people and who understands the roles and responsibilities of a charity's Board of Trustees
- communication skills, who can advocate and represent the charity at external events and who can effectively communicate the vision & purpose of NAPA
- an awareness of current issues that might affect the organisation.

The role of the Chair will involve:

- securing NAPA's future as a leading organisation providing excellent and accessible training and education for young people in the performing arts.
- raising the profile of the organisation locally, regionally and nationally.
- leading a capital development programme.
- securing new, significant funding for NAPA to realise the charity's vision and potential
- working closely with the Secretary to the Board to plan, run and record trustee meetings
- taking the lead on ensuring there is full participation in Board meetings, that matters are dealt with in an orderly and efficient manner, that effective decisions are made and that actions are carried out
- having a second or casting vote if a vote on a trustees' decision is tied, as specified in NAPA's governing document
- acting as a spokesperson for the charity to partners, commissioners and other key stakeholders
- acting as a link between trustees and staff
- line-managing the Chief Executive on behalf of the trustees. Liaising with the CEO to keep an overview of the charity's business

**TO EXPRESS AN INTEREST PLEASE CONTACT:**

**Andrew Kingston, Trustee**

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