



Duties of the Chair of BAC

In addition to the general responsibilities of a trustee, duties of the chair include the following.

- Providing leadership to BAC and the board by ensuring that everyone remains focused on the delivery of BAC's charitable purposes in order to provide greater public benefit
- Chairing and facilitating board meetings
- Giving direction to board policy-making
- Checking that decisions taken at meetings are implemented
- Representing BAC at functions and meetings, and acting as a spokesperson as appropriate
- Bringing impartiality and objectivity to decision-making

With the CEO-Artistic Director:

- Planning the annual cycle of board meetings and other general meetings where required, for example annual general meeting
- Setting agendas for board and other general meetings
- Developing the board of trustees including induction, training, appraisal and succession planning
- Addressing conflict within the board and within the organisation, and liaising with the CEO + Artistic Manager to achieve this
- Liaising with the CEO + Artistic Manager to keep an overview of the organisation's affairs and to provide support as appropriate
- Leading the process of supporting and appraising the performance of the CEO + Artistic Manager
- Sitting on appointment and disciplinary panels
- Liaise with the vice-chair as necessary. (The Vice Chair acts for the chair when the chair is not available and undertakes assignments at the request of the chair.)

Person specification

In addition to the person specification for a trustee, the chair must have the following qualities.

- Leadership skills
- Experience of committee work
- Tact and diplomacy
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences.

It is highly desirable for the Chair to have knowledge of the type of work undertaken by BAC, the arts and charity sector and to have wider involvement within the voluntary sector and other networks.