

Role Description

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| Role Title | Vice Chair of Trustees |
| Responsible To | Chair / Board of Trustees |
| Salary band | This is a voluntary post |
| Time Commitment | Commitment to attend a minimum of four quarterly evening board meetings and flexibility to attend occasional other meetings during the working day |

About our Organisation

Heart of England Community Foundation is a registered charity and the leading, independent grant making foundation in the West Midlands and Warwickshire. Since 1995, we have proudly awarded over £40 million to over 8,400 great causes across the region.

We believe in a fairer, happier and healthier Midlands - where everyone has equal access to opportunities, experiences genuine wellbeing, and enjoys a healthy and active life as part of their community. We nurture charitable donations, connecting people who care, with incredible causes that matter. We help to unlock the resources to tackle local issues and to support people and communities to thrive across the region using our funding to bring to life their ideas.

About the Chair of Trustees Role

The Vice Chair will support the Chair in leading the Board of Trustees, ensuring effective governance and alignment with the Foundation's mission. The Vice Chair will act as a deputy to the Chair, stepping in when the Chair is unavailable, and will take on specific delegated responsibilities. The Vice Chair will also be supported to take over the Chair role when the Chair steps down from the role (date to be agreed)

Core Strategic Responsibilities:

Support to the Chair: Assist the Chair in leading the Board and ensuring effective governance, setting the strategic direction of the Charity and holding it to account for performance.

Grant-Making and Funding Strategy: Support the development, implementation, and monitoring of grant-making, programme, and funding strategies.

Investment Oversight: Assist in monitoring investment strategies.

Fund Development: Support the CEO in facilitating connections with public and private sectors, including private philanthropists and donors.

Strategic Communications: Support the implementation of strategic communications, marketing, and development strategies.

Board Management: Assist in organising effective board meetings and ensuring active participation.

CEO Support: Support the Chair in appointing, supporting, and monitoring the CEO.

Compliance and Risk Management: Assist in ensuring compliance with governing documents, charity law, and other regulations.

Person Specification

Skills and Competencies:

Strategic Thinking: Proven ability to lead and direct the strategic vision of an organisation.

Financial Acumen: Understanding of financial management at a strategic level, including investment oversight.

Governance Knowledge: Understanding of charity governance, including experience in leading a board.

Communication Skills: Excellent communication skills, with the ability to represent the Foundation to external stakeholders effectively.

Leadership and Influence: Demonstrated leadership skills and the ability to influence and motivate others.

High Commitment to Diversity: Strong dedication to promoting diversity, equality, and inclusion within the Foundation and the communities it serves.

Meeting Management: Skilled in chairing meetings, ensuring they are productive and inclusive.

Experience:

Board or Committee Experience: Experience serving as a chair or in a leadership role on a board, particularly within the charitable, nonprofit, or public sectors.

Community Engagement: Knowledge and understanding of the West Midlands and Warwickshire

Sector Expertise: Experience in relevant sectors (e.g., health and wellbeing, education).

Professional Expertise: Professional experience in relevant fields (e.g., finance, law, marketing).

Background and Personal Attributes:

Passion for the Mission: A genuine interest in and commitment to the mission and values of the Heart of England Community Foundation.

Integrity and Ethics: High ethical standards and integrity, acting as a role model for ethical behaviour and decision-making.

Local Knowledge: Understanding of the West Midlands area including its cities, towns, villages, regions and subregions, and its unique challenges and opportunities.

Time Commitment: Willingness to commit the necessary time and effort to fulfil the responsibilities of the role, including preparation for and attendance at board meetings and other relevant activities.

Adaptability and Resilience: Ability to adapt to changing circumstances and challenges, demonstrating resilience and a proactive approach to problem-solving.

Innovative Thinking: Openness to new ideas and approaches, with a willingness to challenge the status quo and drive positive change.

Please note that this role description is to be regarded as a guide to the tasks and activities we believe will be required but that it is not exhaustive and may change and evolve to reflect the changing needs and demands of Heart of England Community Foundation.