

MODERATOR

KEY RESPONSIBILITIES

Providing spiritual leadership to the board and ensuring that trustees fulfil their duties and responsibilities for the proper governance and provision of strategic direction of the South Eastern Baptist Association. Ensuring that the Association complies with its legal and statutory obligations and fulfils its duty to its members and beneficiaries through its charitable activities and delivers on its vision, priorities and values whilst remaining true to Baptist principles.

Ensuring that the trustee board works in partnership with Association executive staff and providing support, and where appropriate, challenge to the Regional Minister Team Leader.

CORE DUTIES

- Ensuring the Association only applies its assets and resources in pursuance of its objectives as defined in its Memorandum of Association
- Ensuring the Association complies with its trust deed, by laws and Articles of the Association
- Ensuring that the board sets the mission, vision, strategy and high-level policies for the Association within the powers and restrictions in its charitable objects and governing instruments
- Ensuring that the board takes steps to monitor the performance of the Association and to ensure that the Association satisfies all regulatory and legal compliance requirements
- Ensuring that major risks to which the Association is exposed are reviewed regularly and systems are established to mitigate these risks
- Ensuring that the Association's financial dealings are systematically accounted for, audited and publicly available
- Ensuring that internal controls and systems (both financial and non-financial) are audited and reviewed regularly
- Ensuring that the Association has an appropriate governance structure
- Ensuring that the board's delegated authority is recorded in writing and delegated powers are monitored effectively
- Ensuring that the board has on it, or has access to, the skills it requires to govern the Association well
- Ensuring that all members of the board receive appropriate induction, advice, information and training
- Ensuring that trustees act reasonably, always act in the interests of the Association

- Ensuring that the board of trustees regularly reviews its performance.
- Chairing trustee meetings - seeking consensus and balancing the need for full debate on key questions with the expeditious despatch of business so as to reach clear and agreed decisions as swiftly as possible
- Encouraging all trustees to participate and to feel free to challenge constructively both the chair and the Team Leader
- Taking an active role in ensuring that board agendas are meaningful and reflect the key responsibilities of trustees
- Ensuring that the Team Leader and Operations Manager provide the board with relevant, timely and accurate information in order to allow the board to discharge its responsibilities including alerting the board to major risks, informing the board of current and future key issues, and informing the board about external changes which may impact on the Association
- Ensuring that board decisions are made in the best, long-term interests of the Association and that the board takes collective ownership of these decisions
- Ensuring that decisions taken at meetings of the board are implemented
- Ensuring that there is an annual programme of board and committee meetings,
- Arranging regular meetings with the Team Leader and developing a relationship within which each can speak openly about concerns, worries and challenges
- Providing leadership to the Team Leader to ensure that the Association is run in accordance with the decisions of the board and the Association's governing documents and that there is clarity about the Association's objectives at all levels
- Supervising the Team Leader on behalf of the board
- Ensuring the Team Leader's performance is reviewed regularly against agreed key objectives
- Ensuring the Team Leader has the opportunity for professional development and has appropriate external professional support
- Challenging the Team Leader constructively when necessary

ADDITIONAL DUTIES

- Safeguarding the good name and values of the Association
- Acting as a spokesperson for the Association as needed
- Protecting the property of the Association and ensuring the proper investment of the Association's funds
- Being responsible for the overall effectiveness of the charity and for its "corporate" behaviour

EXPERIENCE

Essential

- Committee/trustee work
- Chairing meetings
- Team leadership
- Knowledge of the type of work undertaken by SEBA

Desirable

- A wider involvement with the voluntary sector
- Charity finance, charity fundraising
- Leadership skills exercised through a period change

SKILLS

- A strategic and forward-looking mindset in relation to the charity's objects and aims
- Good, independent judgement, a commitment to political impartiality and the ability to think creatively in the context of the organisational and external environment
- Good communication and interpersonal skills and the ability to respect the confidences of colleagues
- The ability to balance tact and diplomacy with a willingness to challenge and criticise constructively

PERSONAL

- A member of a SEBA church who demonstrates Christian maturity and sound Biblical understanding
- Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
- Commitment to the Association's objects, aims and values and willingness to devote time to carry out responsibilities