## Carlisle Diocesan Board of Finance (CDBF)

## Chair Job Profile

## GENERAL

The Chair provides overall leadership to the Board to ensure the proper governance of the

Organisation in a manner which maximises the contribution of the Trustees and Diocesan Secretary alike, and ensures that all involved remain focused on achieving the objectives of the organisation.

As a member of the Board, all the general responsibilities of a Trustee apply. On top of that the Chair has additional responsibilities as described below:

### RESPONSIBILITIES

#### To ensure the proper and efficient conduct of the Trustee Board (known as the Finance Committee) meetings and CDBF Ltd (part of Diocesan Synod) meetings by:

* Chairing meetings effectively and efficiently, seeking consensus, encouraging open debate and clear decision making;
* Taking an active role in ensuring carefully structured agendas with high quality briefing papers concentrated on governance;
* Ensuring that the Boards are provided with relevant, timely and accurate information;
* Encouraging participation from all attendees in Board and Committee meetings;
* Ensuring Board decisions are made in the best long-term interest of the Charity in

accordance with its objectives and that the Trustees take collective ownership of the decisions it makes;

* Ensuring that Board decisions made are also implemented; and
* Ensuring that Sub-Committees have the expertise required to perform their duties.

#### To ensure good working relationships and enhance the objectives of the Diocese by:

* Attending Bishops Council as an Ex Officio member;
* Attending the Diocesan Bishop’s Steering Committee as an Ex Officio member;
* Optional membership and attendance of other Diocesan Committees, and representing the CDBF at ad hoc meetings or events; and
* Establishing and maintaining good relationships with the Diocesan Bishop, Diocesan Secretary[[1]](#footnote-1) and members of the Bishop’s Leadership Team and Church House Managers team.

#### To support the Diocesan Secretary by:

* Ensuring that all Trustees are aware of the boundaries of Board and Executive

responsibilities and that these boundaries are adhered to;

* Developing a culture in which the Diocesan Secretary and Trustees can speak openly and frankly about concerns, worries and challenges;
* Working closely with the Diocesan Secretary on behalf of the Board, recognising that the Diocesan Secretary is accountable to the Board as a whole and not to any individual Trustee;
* Encouraging the Diocesan Secretary to make use of the expertise, experience and advice that is available within the Board; and
* Encouraging the Diocesan Secretary to pursue ongoing professional development and have appropriate external support.

#### To support the Board as a whole by taking a lead role in ensuring that:

* The Board fulfils all its fiduciary responsibilities for the well running of the Charity;
* Clear procedures are established for the nomination, election and retirement of Trustees (in line with the CDBF’s Articles of Association), Office Holders (e.g., selection of Chair) and, in conjunction with the Diocesan Bishop, the selection and appointment of the Diocesan Secretary;
* In conjunction with the Diocesan Bishop, there is an annual appraisal of the Diocesan Secretary’s performance which includes a review of the remuneration package of the Diocesan Secretary;
* Sufficient authority is delegated to Board Committees, the Chair, and the Diocesan Secretary to enable the work of the CDBF to be carried out effectively between meetings of the Board;
* This delegated authority is recorded in the Terms of Reference (for Committees) and job

profiles (for Chair and Diocesan Secretary);

* The Board works well as a team, drawing on each other’s strengths;
* Board performance is reviewed annually, including contributions made by individual

Trustees; and

* The CDBF is open and transparent in communication and dealings with other Councils, Committees, Boards, subsidiaries and other stakeholders.

#### To fulfil other responsibilities by:

* Writing the Annual Trustees report for the Statutory Financial Statements in conjunction with the Diocesan Secretary and Head of Finance;
* Dealing with any correspondence addressed to the Chair of the CDBF, taking advice from the Diocesan Secretary and Diocesan Registrar as appropriate; and
* Considering any grievances relating to the Diocesan Secretary, in line with the CDBF’s Grievance Policy.

### ACCOUNTABILITY

The Chair is accountable to the Board for the execution of this job profile.

The Chair is accountable to the Diocesan Secretary for ensuring that the Board provides the authorisation, resources, affirmation, accountability and involvement necessary for the successful realisation of the responsibilities of the Diocesan Secretary’s position.

The key working relationships between the Diocesan Bishop, the Chair and the Diocesan Secretary are reviewed annually as part of the annual review process.

### TIME COMMITMENT

In the order of 40 to 50 days a year.

Mandatory

* Trustees Finance Committee - 6 half days & 6 half days preparation/papers
* Bishops Council - 4 evenings & 24 hour weekend residential & preparation/papers
* Diocesan Synod - 3 meetings (2 daytime, one evening, plus extra re-convened meetings if non quorate) & preparation/papers - 4 days total
* Bishops Steering Committee - 5 meetings - 5 part days
* Diocesan Secretary annual appraisal - 2 meetings, plus preparation time - 3 days
* Drafting Trustees Annual Report for Charity Commission & Registrar of Companies - 2 days

Total of all above, including preparation, 22 days minimum

Co-incidental/essential

* Ancillary contact with Diocesan Secretary, Diocesan Bishop, writing and reviewing papers and minutes, interviewing prospective Trustees, Inter-Diocesan Finance Forum (if attending), Vacancy in See Committee, and general day to day involvements.

Total of above, say 10-15 days (variable)

Valuable but non-mandatory

* Attendance at Properties, Investment and Search Committees

Total of above, say 10 days (semi variable)

1. The Diocesan Secretary is the Chief Executive Officer of the CDBF [↑](#footnote-ref-1)