YoungDementia UK
Role Description

Role Title
Chair of Trustees

Role Purpose
As a strong leader and ambassador, enable the charity to fulfil its vision successfully within its charitable objectives and establish YoungDementia UK as the primary young onset dementia charity in the UK.

Context
An award-winning charity, YoungDementia UK, is the only national charity in the United Kingdom dedicated to supporting people living with young onset dementia (under 65 years) and their partners and families. Informed by people living with the condition, we have provided high quality face to face individual, group and family support in Oxfordshire and borders since 1998.

In response to the inadequate support for people with young onset dementia in most areas of the UK, we are developing a programme of national initiatives. These new activities will enable us to reach out to every person living with young onset dementia in the UK. This includes the launch of a collaborative Young Dementia Network providing opportunities for members to share their experience and to learn from each other. Through the Network we aim to influence and inform national and local policies, seek to establish high standards of support and contribute to the development and improvement of young onset services in the UK.

Purpose
This is an exciting opportunity to join our charity at a pivotal moment of national development and growth. The Chair of Trustees will provide strategic leadership to the Board and the Management Group to enable a range of national projects to be piloted, developed and evaluated to fulfil YoungDementia UK’s intention to offer support, information and connection to people with young onset dementia across the UK.

Main Responsibilities
- Provide leadership to the Board and direction regarding strategy, policy-making, decision making, risk-taking and governance
- Plan the annual cycle of board meetings, which take place six times a year, including setting agendas and chairing and facilitating meetings and where appropriate, be an active member of the charity’s working groups
- Work with the Board and Management Group to define goals, targets and evaluate performance against agreed targets
- Liaise regularly with the Treasurer to keep informed on the charity’s finances and to ensure full and timely financial transparency and information to the Board
• Liaise regularly with the Director to keep an overview of YoungDementia UK’s operations and to maintain a mutually beneficial supportive relationship

• Represent YoungDementia UK at events and meetings, and act as a spokesperson and ambassador, as appropriate, externally

• Lead the Board in fostering relationships with potential supporters and funders

• Annually review the Board structure, role, each trustee and staff relationships

• Facilitate change and resolve conflict within the Board and within YoungDementia UK, liaising with the Director to achieve this

• Appoint Director, as required, and conduct an annual appraisal with Director

• Sit on appropriate appointment, capability and disciplinary panels

• Liaise with the Vice Chair who deputizes when the Chair is not available and undertakes assignments at the request of the Chair

**Person Specification for Chair of Trustees**

• A commitment to the objects, aims and values of YoungDementia UK

• Leadership skills particularly a proven track record of leading an organization through the process of change and growth

• Strategic vision and experience in designing and implementing change management processes

• An ability to think creatively in the context of the charity and the external environment

• Experience and understanding of the importance of evaluation, review and analysis, and of understanding and communicating the charity’s impact

• Experience of chairing meetings, committee and team work

• Experience and understanding of charity fundraising and finances

• Tact, diplomacy, candid, fair, impartial - exercise good judgement and respect confidences

• Good communication and interpersonal skills and willingness to speak publicly about the charity’s work

• Willing and able to devote the necessary time and effort

• Understanding and implementing Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and
leadership and an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship

In most circumstances it would be desirable for the Chair to have knowledge of the type of work undertaken by YoungDementia UK and a wider involvement with the voluntary sector and other networks.

**Induction** – an induction programme will be offered.

**Work Style** – For the most effective use of charitable resources, the YoungDementia team work on the cloud, by skype and email utilising MS 365 suite of IT facilities and trustees are expected to work with this method; trustees are requested to respond in a reasonable time (within a week usually) to e-communications and to participate in e-decision making as part of their trustee role. Training and support can be given.

**Term of Office** Three years initially

**Start date** July 2018

**Further information – Please see**
Annual Accounts and Annual Review
www.youngdementiauk.org

February 2018