

Role Description for DCN Chair of Trustees 2026

The role of the Chair is to provide leadership to the Donor Conception Network and its Director in fulfilling Donor Conception Network's mission and vision. As a small organisation the Chair works closely with the Director.

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

- Providing leadership to the organisation and the board by ensuring that everyone remains focused on the delivery of the organisation's charitable purposes in order to provide greater public benefit
- Ensuring that each member of the Board has a good understanding of the governance of the organisation
- Establishing good personal relationships with each Board member, and seeing that each member is engaged with the organisation's work, and has opportunities to play an active role on the Board and in other activities in support of the organisation
- Ensuring that strategic objectives for the organisation, and risks to their achievement, are identified and reviewed by the Board
- Ensuring that agreed policies are reviewed appropriately ensuring new policies are adopted as needed
- Chairing and facilitating Board meetings
- Giving direction to Board policymaking
- Checking that decisions taken at meetings are implemented
- Representing the organisation at functions and meetings, and acting as a spokesperson as appropriate
- Bringing impartiality and objectivity to decision-making

With the 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 including induction, training, appraisal and succession planning
- Addressing conflict within the board and within the organisation, and liaising with the Director (if staff are employed) to achieve this

In respect of the organisation's staff:

- Liaising with the Director 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 Director
- Sitting on appointment and disciplinary panels
- 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 should have the following qualities:

- Commitment to the aims and purpose of the organisation
- Leadership skills
- Experience of committee work
- Tact and diplomacy
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences
- Ability to commit time to conduct the role well
- Knowledge of donor conception, either from a personal or professional point of view is desirable
- A wider knowledge of and involvement with the voluntary sector and other networks is desirable.