

# CHAIR ROLE DESCRIPTION SUMMARY



ROLE TITLE	REPORTING RELATIONSHIPS
Chair of Trustees	Reports to the Board of Trustees
LOCATION	DIRECT REPORTS
Working from home	The Board of Trustees, Secretary and Employees of the Charity
PURPOSE	
Lead the Board of Trustees, represent MARINElife and act as the overall custodian of MARINElife on behalf of the Board.	
KEY RESPONSIBILITIES	

## Introduction

MARINElife is seeking a highly motivated and hands-on Chair of trustees with experience and (preferably) a passion for marine wildlife. Prior experience as a senior trustee or Chair is preferred to strengthen or establish a robust governance framework, and to engage successfully with the other trustees and employees. Fundraising experience would also be an advantage.

## About MARINElife

MARINElife is a science charity that gathers information of key marine species so that they may be better protected, by providing relevant, robust and up-to-date information to those working on the sustainable future of our oceans.

We primarily study Whale, Dolphin, and Seabird populations, in the marine environment and champion them to policy decision makers to protect and manage marine ecosystems for wildlife. Research underpins all our work and helps us, and other organisations find practical solutions that we can implement and promote.

Our robust and rigorous research is primarily volunteer led on our research routes around the British Isles and European Atlantic. These survey routes are generally reliant on partnerships with commercial shipping organisations, including large and small ships and boats in the passenger, cargo and leisure sectors.

We share our knowledge and enthusiasm through training and public engagement to help people of all ages enjoy the natural world. This includes an extensive education programme to enable the general public to learn and understand more about our marine life.

## Finances of the Charity

The Charity runs on minimal resources and has some cash assets available, however MARINElife has struggled to fundraise to effectively cover all costs and indeed made a loss in 2019. We are now in a better financial situation, but a key responsibility of the new Chair would be to energise fundraising efforts and build on our current financial situation - making the most of the Board's expertise and the dedicated staff to do so.

## Responsibilities:

### Board Leadership

- Chair and oversee the performance of the Board, ensuring its effectiveness in all aspects of its role and set a Board agenda, which is primarily focused on strategy, performance and accountability, as well as the finances of the charity, ensuring that issues relevant to these areas are reserved for Board decision.
- Ensure, in conjunction that the Board determines the nature and extent of the material risks the board is willing to embrace in the implementation of its strategy.
- Ensure that the board receive accurate, high quality and timely information and reports to enable them to effectively monitor all aspects of MARINElife's business.
- Ensure the Board has effective decision-making processes, is fully apprised of the Group's strategic direction and has the opportunity to debate and contribute to major proposals.
- Ensure the Board is properly structured with appropriate terms of reference.
- Chair the Governance and Nomination ensuring regular consideration of succession planning and the composition of the Board and its staff and key volunteers.

- Facilitate the effective contribution of non-executive directors and encourage open constructive communication, both in and outside the Board's meetings, between the non-executive directors and the executive team.
- Hold meetings with staff and key volunteers both with and without other board members being present.
- Lead the development of MARINELife's development by the Board.

### **Stakeholder Relationships**

- In conjunction with the Board of Trustees, ensure effective engagement with stakeholders, including ensuring their views are communicated to the Board as a whole.
- Ensure, in conjunction with the Board of Trustees and supported by the Vice Chair, effective engagement with stakeholders to understand issues and develop relationships, in particular Ferry and shipping companies, plus employees, governments and regulators, business partners, rating agencies, the media, special interest groups who have legitimate concerns or involvement in marine conservation and the communities in which MARINELife operates.

### **Governance**

- Promote high standards of integrity, probity, ethics, diversity & inclusion.
- Ensure that MARINELife operates to the highest standards of charity governance as set out by the Charities Commission.

### **Board Induction, Evaluation and Development**

- Lead an evaluation of the performance of the Board and individual directors at least once a year, and act on the results by recognising the strengths and addressing the weaknesses of the Board.
- Lead on matters of director development, including the development and monitoring effective implementation of policies and procedures for the induction, training and professional development of all directors and regular reviews with all directors.

**To apply: Please send your CV and covering letter to Rick Morris [info@marine-life.org.uk](mailto:info@marine-life.org.uk)**