



Chair of the Association of Charitable Foundations

The Association of Charitable Foundations (ACF) is the membership association for foundations and grant-making charities in the UK. Our mission is to support foundations to be ambitious and effective in the way that they use their resources for social good. We do this through the provision of policy and advocacy, research and information, and a wide-ranging programme of events and learning. Our 350 members collectively hold assets of around £50bn and give over £2.5bn annually to a diverse range of organisations and people: from community groups, charities and social enterprises to museums, hospitals and schools.

At their best foundations are the most transparent, intentional and efficient way of transforming private wealth into public benefit. They embody the belief that things can be better - mobilising funding, resources and expertise in the service of supporting others, whether by preserving social good that is under threat or catalysing it where it is absent.

One year into a new strategy under a new Chief Executive, ACF has ambitious plans to strengthen its policy voice on behalf of foundations, to develop its thought leadership, deliver ever-more value to our members, and to stimulate a conversation that articulates excellent foundation practice and raises standards across our sector for the achievement of greater social good. We will be moving from our current premises to a new London base in the next 12-24 months and our plans include achieving the establishment of a permanent centre for the UK philanthropy sector over the next five years.

This role will be crucial in leading the board on its next stage in ACF's journey and enabling it to achieve its ambitious plans. It is an exciting time for the organisation and for its members, and this role offers a unique opportunity for an outstanding individual to lead the foundation movement to fulfil its potential for social good in our society.

Role description

Objective

The Chair will lead the Board and hold the Executive Team to account for ACF's mission and vision, providing inclusive leadership to the Board of Trustees, ensuring that each trustee fulfils their duties and responsibilities for the effective governance of the charity. The Chair will also support, and, where appropriate, challenge the Chief Executive and ensure that the Board functions as a unit and works closely with the entire Executive of the charity to achieve agreed objectives. He or she will act as an ambassador and the public face of the charity in partnership with the Chief Executive.

Practical details

Remuneration:	The role of Chair is not accompanied by any financial remuneration, although expenses for travel may be claimed
Location:	ACF is located in central London, where the board usually meets. Where possible one board meeting in each year takes place outside London.
Time commitment:	4 Board meetings per year (c 3 hours per meeting), plus four one-hour meetings/telephone conference calls per year of the Officers Group (the Chair, Vice Chair and Treasurer). The Chair is also expected to have monthly meetings/telephone calls with the Chief Executive, and to represent ACF at various events and meetings with key stakeholders – usually three or four in each year, including some involvement in ACF's annual conference.
Length of term	3 years with a maximum of 2 terms
Eligibility	In order to be eligible to serve as a trustee, the Chair must have a current association (eg trustee, staff member, advisor etc) with a UK foundation that is a member of ACF
Reporting to	Board of Trustees

How to apply

The closing date for applications (by cv and cover letter) is **Monday 14 May** to carol@acf.org.uk.

Interviews for shortlisted candidates will take place on Friday 8 June in Central London.

If you would like to know more, or to discuss this role, in the first instance please contact our Chief Executive, Carol Mack at carol@acf.org.uk or telephone 020 7255 4499.

Principal responsibilities

Strategic leadership

- Provide leadership to the charity and its Board, ensuring that ACF has maximum impact for its members
- Ensure that Trustees fulfil their duties and responsibilities for the effective governance of ACF and that the Board operates within its charitable objectives, and provides a clear strategic direction
- Ensure that the Board is able to regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate the risks
- Ensure that the Board fulfils its duties to maintain the sound financial health of the charity, with systems in place to ensure financial accountability

Governance

- Ensure that the governance arrangements are working in the most effective way for ACF
- Develop the knowledge and capability of the Board of Trustees
- Encourage positive change where appropriate and resolve any conflicts within the Board
- Appraise the performance of the Trustees and the Board on an annual basis
- Ensure that the Board of Trustees incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively, and which also reflects the wider membership
- Work within any agreed policies adopted by the charity

External Relations

- Act as an ambassador for ACF and its members
- Act as a spokesperson for ACF when appropriate and represent members at external functions, meetings and events
- Use personal networks and stakeholder relationships to open doors for ACF in the achievement of its strategic objectives

Efficiency and effectiveness

- Chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision making process
- Ensure that Trustees are fully engaged and that decisions are taken in the best, long-term interests of the Charity and that the Board takes collective ownership
- Foster, maintain and ensure that constructive relationships exist with and between the Trustees
- Work closely with the Chief Executive to give direction to Board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of trustees
- Monitor that decisions taken at meetings are implemented.

Relationship with the Chief Executive and the wider management team

- Establish and build a strong, effective and constructive working relationship with the Chief Executive, ensuring she is held to account for achieving agreed strategic objectives
- Support the Chief Executive, whilst respecting the boundaries which exist between the two roles
- Conduct an annual appraisal for the Chief Executive
- Ensure that the Chief Executive has the opportunity for professional development

Additional information

The Vice-Chair acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair. The above list is indicative only and not exhaustive. The Chair will be expected to perform all such additional duties as are reasonably commensurate with the role.

ACF's board comprises 12 trustees elected by the membership (for a 3 year term, with a maximum of 2 terms) and up to 3 trustees co-opted by the board.

ACF's staffing complement is currently 12.

Person Specification

Personal Qualities

- Demonstrate a strong and visible commitment to ACF, to foundations, and to ACF's strategic objectives
- Personal credibility to lead an infrastructure body representing an increasingly significant part of civil society
- Exhibit strong inter-personal and relationship building abilities
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Strong networking capabilities and willingness to use them for the benefit of ACF
- Ability to foster and promote a collaborative team environment
- Commitment to inclusiveness and diversity
- Ability to commit time to conduct the role well
- Dynamic, energetic and forward looking.

Experience

- Experience of operating at a senior strategic leadership level
- Successful track record of achievement through their career
- Experience of charity governance and working with or as part of a Board of Trustees
- Experience of external representation, making speeches and presentations and managing stakeholders
- Significant experience of chairing meetings and events

Knowledge and skills

- Broad knowledge and understanding of civil society and current issues affecting it
- Strong leadership skills, ability to motivate staff and volunteers and bring people together
- Financial management expertise and a broad understanding of charity finance issues
- Good understanding of charity governance issues