

Chair Role Description

Role Description

UKSG Chair

In addition to the responsibilities as a Trustee of UKSG, the Chair carries out the following tasks:

- Chairs UKSG Board of Trustee meetings
- Takes responsibility for the Governance Structures of UKSG, including ensuring that its Articles of Association and Byelaws remain relevant and appropriate.
- Ensures all trustees are aware of the role and expectations of being a trustee (including formal responsibilities of being a charity trustee)
- Ensures all decisions are made in the best interest of the charity and in accordance with our purposes
- Chairs the Annual General Meeting and any Extraordinary General Meetings
- On behalf of the Board of Trustees, provides formal line management to the Executive Director
- Supports the Executive Director and acts as liaison point between the Board of Trustees, the Executive Director and other UKSG staff
- Chairs the annual meeting of the Remuneration Committee (with the Vice-Chair and Treasurer), to decide on pay and any bonuses for UKSG employees
- Represents UKSG as its figurehead, attending events, meetings and in the media

Additional activities

- Leads and participates in strategic planning
- Attends and actively participates in Board meetings and online discussions
- Participates in ad hoc working groups
- Participates in regular discussions with the Vice-Chair and Treasurer to check on progress with major activities and decisions taken by the board
- Takes urgent action (as authorised by the board) between board meetings when it isn't possible or practical to hold a meeting.

Andrew Barker
Chair UKSG, April 2021
Next Update May 2022