**Culture Box Surrey (CBS)**

**Chair (and Vice Chair) of the Steering Group**

**Role Profile**

**Introduction.**

The Chair of the Steering Group (the chair) is a key role in the leadership of CBS.

To be effective, you need a good understanding of the role and its responsibilities so that CBS gains the maximum benefit from the work that you and the rest of the board do.

**An effective chair:**

* ensures that the board sets a clear vision, values, strategic direction and business plan for CBS
* ensures the board holds the head of service of the lead organisation to account for the effective delivery of the delivery of the programmes of work
* ensures board oversight of the financial performance of CBS
* ensures that all board members understand the role and responsibilities of the board

**The key roles and responsibilities of the chair are:**

**Leading effective governance:**

* Give the board a clear lead and direction, ensuring that members work as an effective team and understand their accountability and the part they play in the strategic leadership of CBS.
* Ensure board involvement is in line with the terms of reference.

**Chairing of board meetings:**

* + Chairing 4 general meetings of the steering board (quarterly), both face to face and online via Teams.
  + To agree clear action points arising at meetings;
* Ensuring the CBS and the lead partner work within the agreed Terms of Reference to make joint strategic decisions;

**Building the team:**

* Attracting steering group members with the necessary skills and ensuring that tasks are delegated across the group so that all members contribute, and feel that their individual skills, knowledge and experience are well used, and that the overall workload is shared.
  + Lead and mentor other steering group members, where appropriate, to fulfil their responsibilities and enable access to information to enhance the overall contribution of the board;

**Relationship with the lead organisation (Surrey Arts):**

* Being a critical friend by offering support, challenge and encouragement, holding the head of service of the lead organisation to account; *a good comparison is with the role of the chair of a board of trustees who works with the chief executive of an organisation but does not run day-to-day operations.*

**Improving the partnership:**

* Ensuring improvement is the focus of all policy and strategy and that board scrutiny, monitoring and challenge reflect CBS improvement priorities.
  + Working with the steering group to agree and implement effective means of engagement with existing and potential CBS partners.

**Leading the business:**

* Ensuring that funder requirements are met, that CBS provides value for money in its use of resources and that board business is conducted efficiently and effectively.
  + Promoting the role of ‘Local Cultural Education Partnership’ within the wider Surrey education, arts and cultural education community.

**Other Responsibilities:**

* + Attending key meetings with Arts Council England, funders and Surrey Arts staff as required
  + Liaising with the lead partner and other key partners as required between meetings

**The Vice Chair of the Board (vice chair).**

The role of the vice chair is to assist the chair in his/ her role and deputise when he/ she is absent.

Both the chair and vice chair roles will run for a term of 2 years with an opportunity to be reappointed.

The Independent Chair (and Vice chair) must declare all conflicts of interest in relation to any partners at each meeting.