

CHAPTER TRUSTEE role description

BACKGROUND

Chapter is the governing body of Leicester Cathedral, responsible for ensuring it stays true to its mission, vision and values. This means making strategic decisions that will impact not just on the lives of people that are part of the Cathedral but also on the communities we serve across the City and County and as a result, on society as a whole.

Chapter is led and chaired by the Dean who, together with the Residentiary Canons, Chief Operating Officer and Chief Financial Officer comprise the Chapter Executive Team. There are 12 members of Chapter including the Residentiary Canons, Senior Non Executive Member (known as the Vice Chair of Chapter) and other Non Executive Trustees.

Chapter has a statutory governance responsibility for the Cathedral's strategic direction and purpose as a registered charity, ensuring that effective procedures are in place for the management and administration of Cathedral affairs. Chapter acts as the ultimate decision maker in strategic matters, holding the Dean, Residentiary Canons and other executives to account for the management and administration of the organisation.

RESPONSIBILITIES

Governance

1. Understand the Cathedral's purposes as set out in the Cathedrals Measure 2021:

Duty to have due regard to the Cathedral's ecclesiastical purpose.

A person on whom a function is conferred by or under the Cathedrals Measure 2021 must, in exercising that function, have due regard to:

- (a) the fact that the Cathedral is the seat of the bishop and a centre of worship and mission, and
 - (b) the importance of each Cathedral's role in providing a focus for the life and work of the Church of England in the diocese.
2. Understand the Cathedral's purpose as a charity registered with the Charity Commission.
 3. Ensure the Cathedral's governance is of the highest possible standard, holding responsibility for the performance of the Cathedral and for its corporate behaviours.
 4. Ensure the Cathedral has a clear vision, mission and strategic direction, articulated through long term strategies, and is focused on achieving these in partnership with others.
 5. Ensure compliance to all appropriate legal requirements and other relevant regulations.
 6. Ensure the financial sustainability of the Cathedral and sound risk management, receiving assets from funders, members and donors, safeguarding them and applying them for the charitable purposes of the Cathedral.

7. Act as guardians of the Cathedral's assets, both tangible and intangible, taking all due care over their security, deployment, and proper application and ensure a safe environment for staff, volunteers, worshippers and visitors.

Leadership

1. A track record of providing support to the development and delivery of the Cathedral's long term strategies.
2. Support, encourage and constructively challenge the Chapter Executive Team and promote a Cathedral wide culture of ongoing development and continuous improvement.
3. Be an ambassador with a strong network of professional connections, and represent and raise the public profile of the Cathedral at events.
4. Personal integrity, embody the Cathedral's values and be an inspirational role model for staff at all levels, providing confidence in the Cathedral's governance.
5. Have an inclusive approach that encourages effective team working and influences and empowers others in a way that gains commitment to deliver collective goals.

SELECTION CRITERIA

Essential

1. Understanding and experience of charity governance, legal responsibilities and the issues facing the Cathedral and wider Anglican Church with the Diocese of Leicester and beyond.
2. Have a genuine passion and interest in the Cathedral's work to be **a beating heart for city and county** and is serving Cathedral congregations and local communities across the Diocese.
3. An actual communicant or a communicant member of a Church which is not in communion with the Church of England but subscribes to the doctrine of the Holy Trinity
4. A self-motivated person with time, energy, commitment and a demonstrable record of senior experience involving strategic thinking and governance.
5. Personal integrity, transparency, openness, and able to inspire.
6. Able to assimilate complex information through active listening and curiosity and think strategically to achieve the Cathedral's goals and ambitions.
7. Ability to assess the Cathedral's success in relation to the agreed strategy, budget, and implementation plan(s).
8. Willing and able to attend all Chapter meetings and participate in sub committees and working groups of Chapter, as necessary, to fulfil this Chapter Trustee role.
9. Willing and able to meet the Cathedral's safer recruitment requirements including undergoing Disclosure Barring Service (DBS) checks, as required.
10. Willing and able to undertake any required training.

Desirable

1. Experience at board level.
2. Experience of leading a committee, including decision-making which achieves outcomes that address the needs of a range of stakeholders.

3. Understanding of governance and management in Cathedrals and the wider Church of England.

February 2023