

Role Description**01 Scope**

The Trust's Chair will be a full voting member of the Trust Board. This position is subject to election by the Trust membership at a General Meeting in accordance with the 'Society Board Membership Policy'. The Chair is an officer of the Trust as defined within the Trust Rules.

02 Candidate Requirements

Before a nomination can go forward for consideration by the Trust membership for appointment as the chair, any potential candidate must provide evidence that they meet, in full, the following requirements and by any published deadlines.

1. Have been a fully paid up member of the Cards Trust for at least 12 months.
2. Have the time availability to undertake the role;
 - a. to attend the number of required meetings.
 - b. to attend games as a representative of the Trust, where required.
3. Committed and able to abide by all legal and ethical requirements that Trust Board membership involves.
4. Rigorously respect the strict requirements for confidentiality as a Trust Board member.
5. Behave respectfully and in a manner befitting a Trust Board member in their wider dealings with the Club, staff, supporters as well as the Directors, staff and fans of other clubs.
6. Work positively and constructively as a member of the Trust Board and as part of a team.
7. Have the necessary skills and aptitudes to operate as an effective Trust Board member, take part constructively in meetings, represent the Trust appropriately in a number of different contexts, work confidently with a range of different people, take the lead and responsibility for initiatives and projects as required, meet deadlines and operate consistently within any ground rules or requirements set by the Trust Board.

03 Candidate Nomination and Appointment

The Cards Trust's Rules and associated procedures sets out a process whereby a suitable member of the Cards Trust can be nominated to the Trust Board. The final nomination must be approved by the membership in the form of a majority, achieving at least 51% of the vote taken at a General Meeting.

04 Specific Duties

1. Act as a full member of the Trust Board and in line with the current constitution and ensure that the business of the Trust is conducted in accordance with the Rules as set out in the constitution and with the interests of the community (See Section 10 of the Rules).
2. Lead on all matters that relate to the development of the Trust, its good name and standing with the Football Club and within local community, the recruitment of new members and the achievement of current Trust aims and objectives.
3. Ensure that communications with the Trust membership and the Football Club is on a regular basis, always transparent and appropriate.
4. Take responsibility for ensuring that an annual calendar of meetings is agreed with the full Trust Board.
5. Chair all meetings of the Trust Board.
6. Take responsibility for producing and presenting a report on the Trust's performance in the previous year at the Trust's AGM.
7. Ensure that appropriate arrangements are in place to elect the officers of the Trust in line with the current constitution.
8. Chair the annual AGM and ensure that the agenda is appropriately addressed and decisions taken in line with the current constitution.
9. Ensure that decisions taken at meetings are implemented and within agreed timescales.
10. Act as the first point of contact and lead officer in the Trust's dealings with the Football Club and all other outside agencies.
11. Ensure that the Trust Board is served by appropriate Trust Board members, that responsibilities and duties are assigned and that other appropriate Trust members are asked to undertake agreed tasks and responsibilities as agreed by the Board.
12. Take overall responsibility for the setting up and remit of all Trust working groups and committees that may be set up from time to time.
13. Act as an ex-officio member of any sub-committees established by the Trust Board.
14. Ensure that the Trust operates at all times in line with the current constitution and any associated legal requirements.
15. Ensure that the constitution and all associated Trust documents are reviewed and amended as required and agreed by the Board.
16. Take overall responsibility for the efficient and effective working of the Trust and its Board in meeting the needs and decisions of the membership and in ensuring that the agreed aims of the Trust are achieved.
17. Undertake any other tasks or responsibilities as may be reasonably requested by the Trust Board.

05 Removal

The process for removal shall be as set out within Section 13 of the Rules of the Cardinal Supporters' Society Limited.

06 Amendment to Section 03-A-01

The role description will be subject to an annual review and as a result may change from time to time with the agreement of the full Trust Board and ratified by the membership at a General Meeting.

Section Ends.