

Appendix 4: Example Portfolio Role Description



Chair Role Description

Our Purpose

Combatting poverty and deprivation among the world's most vulnerable Jewish communities and beyond by focusing on 5 Critical Success Factors:

1. **Effective programme partnerships.** Developing trusted and transparent partnerships, with shared values and deliverables, in order to have a meaningful impact on participants' lives.
2. **Measuring and demonstrating our impact.** Developing and utilising our Impact Measurement Framework to assess the impact and effectiveness of our interventions in order to evaluate and improve our programmes.
3. **Income growth and fundraising efficiency.** Ensuring year-on-year increases in income and maintaining appropriate fund-ratios (i.e. cost of generating income).
4. **Being better known and understood.** Growing our support base and profile within and beyond the Jewish community.
5. **World Jewish Relief – A great place to work.** Inspiring an organisational culture that is high-performing, professionally rewarding and enjoyable.

Collective Responsibilities

The core duties of all World Jewish Relief Trustees are:

Strategic Leadership	Ensuring World Jewish Relief pursues its stated purposes, as defined in its governing document, by agreeing a long-term strategy, and setting an appropriate pace of change.
Managing Performance	Ensuring World Jewish Relief defines its goals and evaluates operational performance against agreed targets through delegated authority.
Compliance	Ensuring World Jewish Relief complies with its governing document, charity / company law and any other relevant regulations, using its resources exclusively for its charitable purposes.
Risk	Safeguarding the good name, values, finances and resources of World Jewish Relief; ensuring any risks are identified and appropriate steps established to mitigate these.
Collective Decisions	Scrutinising board papers, leading discussions, focusing on key issues, providing advice on issues where the trustee has special expertise.
Networking	Representing World Jewish Relief to enhance its reputation, solicit funds and support from contacts.
Chief Executive	Ensuring proper arrangements are followed for the appointment, supervision and remuneration of the Chief Executive.

The additional accountabilities of the Chair are to:

1. Plan and chair effective meetings, that focus on the delivery of the World Jewish Relief's purpose and which take decisions based on full financial transparency and information disclosure.
2. Develop a mix of effective people with a range of skills on the Board including recruiting, developing, reviewing and talent spotting.
3. Build trusting relationships with Trustees, so creating an environment of open debate leading to collaborative decision making.
4. Consult with, delegate to and support the Chief Executive to achieve World Jewish Relief's objectives.