**VOLUNTEER ROLE DESCRIPTOR**

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| **Volunteer Role:** | Chair |
| **Committee:** | Audit & Risk Committee |
| **Appointed by:** | The Chapter of Chichester Cathedral; |
| **Date of completion:** | December 2024 |

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| **1** | **Overview of the Committee and Role** |
|  | The Audit & Risk Committee (A&RC) is a sub-committee of Chapter and is charged with responsibility for oversight of risk management processes for the Cathedral, liaising with and receiving reports from external auditors and advising Chapter on matters relating to the effective management of risk within the Cathedral. The committee’s overall role and composition are described within the Cathedral Statutes and can be seen at: [Constitution and Statutes of the Cathedral Church of the Holy Trinity in Chichester | Chichester Cathedral](https://www.chichestercathedral.org.uk/about-us/constitution-and-statutes-cathedral-church-holy-trinity-chichester)  The Chair of the A&RC is responsible for ensuring that the committee operates within the requirements of the Cathedral Constitution and Statues and, in particular, within the requirements and constraints of the Cathedrals Measure 2021 ([Cathedrals Measure 2021 (legislation.gov.uk)](https://www.legislation.gov.uk/ukcm/2021/2/contents/enacted)). Administrative support, including production of draft minutes, is provided by the Chapter Clerk. The Cathedrals Measure states that the A&RC Chair must not be a member of Chapter and the requirement for this role to be filled arises as a result of the current Chair becoming a member of Chapter. |
| **2** | **Key Responsibilities** |
|  | * in conjunction with the Chapter Clerk, setting the agenda for all A&RC meetings and initial reviewing draft minutes before circulation to other A&RC members; * reporting to Chapter on key issues arising from A&RC meetings, at least after each formal meeting and on an ad hoc basis should there be any matters pertaining to audit and risk to which Chapter need to be alerted between meetings. Generally, advising Chapter on the Cathedral’s overall risk profile and trends and alerting to any new or emerging risk areas; * ongoing oversight of the Cathedral’s top level risk register, to ensure that the risk universe remains comprehensive, that mitigating actions (both current and required) are maintained, that risk owners engage actively in the management of their assigned risks and that both probability and impact ratings are realistic; * liaising with owners of sub-registers (e.g. HR, fabric, safeguarding, finance) to ensure that these sub-registers are maintained and that any new material risks identified at operational level are reflected in the top-level register if appropriate; * liaising with the Cathedral’s external auditors, including detailed examination of any issues or concerns arising from the audit and agreement of any remedial actions required (in conjunction with the Communar, Bursar and Chapter as required); * maintaining contact with trustees or equivalent governors of charities and other institutions that are closely associated with the Cathedral but are constitutionally separate, to share understanding of risks that might impact on the Cathedral’s profile. |
| **4** | **Contacts** |
|  | The Chapter Clerk who provides administrative support to the A&RC;  Members of the A&RC who are both volunteers and employees;  Members of the Chapter, the Communar and Bursar;  Members of staff who are responsible for risk registers and others;  External auditors;  Trustees or equivalent governors of charities and other institutions that are closely associated with the Cathedral. |
| **5** | **Special Requirements** |
|  | The post-holder is not required to be a communicant member of the Church of England but should be sympathetic to our mission.  The appointment is for an initial period of 3 years period with the option of reappointment for a further 3 years.  In addition to the specific responsibilities in relation to the A&RC, the Chair is also a member of the Safeguarding Management Committee (SMC).  The A&RC currently meets three times per year (likely to increase to four in 2025) and the SMC four times per year (likely to increase to five). For the role to be fulfilled effectively, the Chair of the A&RC needs to maintain active contact with the senior management of the Cathedral and with trustees etc of associated entities, as well as for ad hoc reporting and meetings. Time required for this will vary month to month, but time should be available for ongoing contact, in addition to preparation for and attendance at formal meetings. |
| **6** | **Skills and Experience** |
|  | * recent, relevant financial experience, which may have been gained in either a line management role or an audit, oversight or governance capacity; * demonstrable knowledge and experience of risk management principles in both operational and financial contexts; * ideally, an appreciation and recent experience of the particular financial and operational challenges faced by Third Sector organisations. |