

## Changing Faces Role Description

### Chair of Audit and Risk Committee

This role will be taken by a Trustee of Changing Faces. This job description should be read in conjunction with the Trustee role description, and the responsibilities described below are in addition to those in the Trustee role description.

#### Key Responsibilities

To provide leadership and advice to the Audit and Risk Committee; ensuring that the committee is run effectively and fulfils its purpose and remit.

To have a clear understanding of the committee's duties and responsibilities

To report on audit and risk committee meetings and matters to the Board.

To manage the committee agendas and to liaise with management to ensure that papers for each meeting are available in advance of the meeting and are of good quality.

To work with management, supporting management decisions and challenging appropriately. To be able and willing to hold management to account where necessary.

To provide effective leadership to the Trustees comprising the audit and risk committee

To be able to commit the necessary time (which will vary depending on the size, complexity and circumstances of the matters under discussion)

To be readily available on urgent matters and in times of crisis

To ensure that committee members' skills and experience align with their responsibilities and with the charity's needs.

To understand the business and its inherent risks and to ensure that committee members share this understanding.

To coordinate risk oversight measures with the Board, other Board committees and with management.

To ensure that the committee is kept appraised of emerging and ongoing regulatory and compliance issues.

To review the year end accounts, liaising with the external auditors

To assess the qualifications, expertise, resources and independence of the external auditors and the effectiveness of the audit process.

#### Person specification

The Chair will have a proven track record of demonstrating audit and risk expertise.

The Chair will have demonstrable business, financial, communication, and leadership skills, gained ideally in a charity environment.