

## Role Description for Chair of Swiss Cottage Community Association

We want our new Chair to hold a depth of knowledge, experience and success in either the private, public and/or charity sector, in order to drive the Swiss Cottage Community Association forward to becoming a sustainable organisation that is non-reliant on local authority funding and agile enough to maximise other possible income streams to improve its services for the community.

### Time commitment:

12 meetings per year + 1 AGM. Monthly supervision with the Director as and when required. Regular email contact with trustees and the Director as and when required. Representation of the organisation at relevant forums as they arise.

**Start Date:** November 2016

**End Date:** Not defined

### Overall Role Description:

- Leading the committee and the organisation to enable it to fulfil its purpose.
- To ensure an effective relationship between:
  - the committee and the staff/volunteers
  - the committee and the external stakeholders/community
- Acting as a spokesperson and figurehead as appropriate.
- To supervise and support the Director.

### Specifically:

- Plan and prepare the committee meetings and the AGM with others as appropriate.
- Chair committee meetings ensuring:
  - A balance is struck between time-keeping and space for discussions.
  - Business is dealt with and decisions made.
  - Decisions, actions and deliberations are adequately minuted.
  - The implementation of decisions is clearly assigned and monitored.
- Ensure adequate support and supervision arrangements are made for the Director and any other staff/volunteers directly managed or reporting to the committee.
- Ensure that a successor is found before the term of office finishes.

### Qualities:

- A willingness to lead the organisation
- Possesses tact, diplomacy and powers of persuasion.
- Possesses relevant knowledge
- Has the relevant skills to run a meeting well.

### Skills:

- A good grasp of written and spoken English;
- IT literate in Microsoft Office;
- Experience of chairing meetings.