



Volunteer Role Description - Chairman

The Chairman has a strategic role to play in representing the vision and purpose of the organisation. The Chairman ensures that the management committee functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out.

Term of Office	2 Years (maximum of 3 terms)
Responsible to	SWCA Membership
Selection Process	<p>Full Members may submit nominations 7 days prior to the AGM. If there is more than one nominee for office then a ballot shall be held.</p> <p>The Chairman will be elected in even years.</p>
Purpose	<p>To ensure the Management Committee functions properly.</p> <p>To plan and run meetings in accordance with the governing document.</p> <p>To ensure matters are dealt with in an orderly, efficient manner.</p> <p>To bring impartiality and objectivity to meetings and decision-making.</p> <p>Ensure the organisation is managed effectively.</p> <p>To co-ordinate the committee to ensure responsibilities for particular aspects of management are met and specialist expertise is employed as required.</p> <p>Provide support and supervision to Volunteers.</p> <p>Represent the organisation.</p> <p>To communicate effectively the vision and purpose of the organisation.</p> <p>To advocate for and represent the organisation at external meetings and events.</p> <p>To be aware of current issues that might affect the organisation.</p>
Qualities/Skills	<p>Good leadership skills.</p> <p>Good communication and interpersonal skills.</p> <p>Impartiality, fairness and the ability to respect confidences.</p> <p>Ability to ensure decisions are taken and followed-up.</p> <p>Good time-keeping.</p> <p>Tact and diplomacy.</p> <p>Understanding of the roles/responsibilities of the Management Committee.</p> <p>Experience of Volunteer Management.</p> <p>Awareness of financial responsibilities of a charity</p>
Expenses	Reasonable travel expenses may be claimed for travel to meetings/events
Time Commitment	<p>Approximately 10 SWCA Committee Meetings per year</p> <p>5 Competitions per year</p> <p>Agreed external meetings and events</p> <p>A minimum of 2 hrs per week, more at peak times around events in the season</p>