

**Role Title:** Volunteer Chairperson and Trustee St George Community Association (SGCA)

## Purpose/ summary of role

Provide leadership to St George Community Association and management committee by ensuring that the association remains focused on the delivery of the organisation’s charitable purposes providing an organisational and practical resource for the community of St George.

**Tasks**

##### Chairing and facilitating committee meetings

##### Giving direction to organisation policy-making

##### Checking that decisions taken at meetings are implemented

##### Representing SGCA at functions and meetings, and acting as a spokesperson as appropriate

##### Bringing impartiality and objectivity to decision-making

##### With the other trustees:

##### Planning the annual cycle of committee meetings and other general meetings where required, for example annual general meeting

##### Setting agendas for other general meetings

##### Developing the board of trustees including induction, training, appraisal and succession planning

##### Addressing conflict within the organisation, and liaising with SGCA Trustees, staff and volunteers to achieve this.

##### Liaising with the committee to keep an overview of the organisation’s affairs and to provide support as appropriate

##### Leading the process of supporting and appraising the performance of staff.

##### Sitting on appointment and disciplinary panels

* Serve as a Director of the SGCA company limited by guarantee, alongside the treasurer and Secretary.

## Person specification

In addition to the person specification for a trustee, the chair should have the following qualities.

##### Leadership skills

##### Experience of committee work

##### Tact and diplomacy

##### Good communication and interpersonal skills

##### Impartiality, fairness and the ability to respect confidences.

It would also be desirable for the chair to have knowledge of the St George area and community as well as a wider involvement with the voluntary sector and local community networks.

**Time Commitment**

We would expect the Chair to commit to the role for a minimum of 12 months. We would expect that the Chair would need to commit 3-4 hrs a week in this role.

**Support Available**

The Chairperson is a very important role in the organisation, and will work closely with the treasurer. We have a very active and supportive committee who will assist as required.

**Benefits to volunteer**

This is a great opportunity to contribute to the work of St George Community Association if you have experience of, or are interested in . The treasurer’s role is essential for making sure our organisation runs successfully and continues to provide an affordable community venue for local residents.

**Application Procedure**

Informal interview with the current Chair and other members of the committee as appropriate. We will also require satisfactory references.

**Background Information**

St George Community Association is a registered charity and not-for-profit company limited by guarantee.

The organisation run St George Community Centre as a venue for use by local groups and individuals. SGCA also run community events and seasonal activities at the Community Centre. The organisation network and partner with other local community organisations and initiatives.

Our turnover is currently around £20,000 per annum with additional grant funding for events or improvements. The bulk of our income comes from our regular hirers, followed by weekend parties and special event bookings. We apply for small grants for specific projects.

Our volunteer committee of local residents runs the organisation. The Chair, Treasurer and Secretary also serve as Directors of our company limited by guarantee We have a paid manager for 24 hours a week. Arrangements for cleaning and maintenance.