

Position Description for Chair of Meon Valley Heartstart

Meon Valley Heartstart is a dynamic voluntary group that provides emergency life saving skills training free-of-charge to schools, community groups and members of the public. In 2019 we trained more than 4500 people across southern Hampshire – all of this training and the management and administration of it is provided by volunteers. We have no paid staff.

Due to the planned retirement of our existing Chairperson, we are currently looking to recruit a new Chair to lead the organisation in its next phase of development.

The role of the chair is to lead the organisation and to facilitate meetings, ensuring that everyone who wishes to has a reasonable chance to speak and take part. She or he should be able to listen to and understand a wide range of views, present information clearly and concisely and get clarification of relevant points, thus enabling the committee to make effective decisions.

Specifically the Chair fulfils the following tasks:

- Guides the strategic development of the organisation
- Ensures that committee decisions are made within the remit of legal requirements
- Plans the annual cycle of committee meetings, and chairs and facilitates these to ensure their smooth running
- Plans the agenda for meetings with the Secretary and the Scheme Coordinator
- Develops the membership of the committee to ensure that it contains the diverse range of skills, experience and knowledge needed to operate effectively
- Ensures that successors for key posts - treasurer, chair etc. - are identified and inducted in good time
- Ensures that new committee members receive induction and adequate training to enable them to fulfil their roles
- Monitors the calibre, level of commitment and attendance of committee members
- Checks that decisions taken at meetings are being implemented
- Provides or arranges for support for the Scheme Coordinator
- In conjunction with the treasurer, ensures proper management and control of service finances
- Represents the organisation in the community and at public events

Currently **Meon Valley Heartstart** is an unincorporated voluntary organisation. Our goal is to become an incorporated charitable organisation in the next stage of our development.

Time Commitment

The Committee meets once a quarter – with meetings currently taking place in the evening and lasting for around 90 minutes. Between meetings there is email and phone correspondence as needed. Typically the role requires a time commitment of up to 2 days a month.

Personal Attributes

- Leadership Skills
- Tact, diplomacy and powers of persuasion
- Understanding of operating within a voluntary organisations
- Understanding of general governance requirements for not-for-profit organisations
- Meeting management skills

If you would like to find out more we would love to hear from you. Please email committee member, Gill Cooper at gillcooper99@yahoo.com to find out more or to talk to our current chair about the role.

Applications should be sent to Gill Cooper at the above email address by no later than **Monday 23rd March**.

Interviews will take place in the week commencing **Monday 30th March**.