

Chairperson's Role Description:

If the role is carried out by Co-Chairs, the responsibilities are to be shared in an appropriate way to ensure practicable delivery of the objectives of the Charity:

- To lead the team of Trustees and work collaboratively to produce ideas to ensure that the Charity meets its objectives;
- To prepare meeting agendas in consultation with the Secretary;
- To plan and chair committee meetings and the AGM (usually held in April/May);
- To represent the team of Trustees and speak on its behalf;
- To act or take decisions for the team between meetings if necessary; after consultation with other Trustees;
- To sign, and occasionally write letters, on behalf of the Charity;
- To support and encourage other members to engage and participate;
- To be one of the designated cheque and bank signatories;
- To manage the members of staff to ensure they are carrying out the duties of their roles effectively;
- To work closely with the Facilities Coordinator to ensure that all health & safety and legislative requirements are being met, effective records are being kept and that appropriate policies and procedures are communicated and kept up to date;
- To liaise with the Treasurer and / or Bookkeeper to ensure that the finances are kept up to date, reporting is being adhered to, that the year-end accounts are completed in a timely manner and that the charity returns are being submitted within the required timeframe;
- Oversee the Events Planning Team to ensure delivery of fundraising events.

The amount of time the role takes does vary from month to month subject to what is taking place at the Reading Room, the maintenance plan and volunteer availability. Minimum requirement is 5 to 6 hours per month.