

*A local voluntary organisation supporting families with young children who are experiencing short term difficulties.*



## **Chairperson (Volunteer)**

Family Friends is a highly regarded charity dedicated to meeting the needs of children and young people and their parents.

The organisation has grown rapidly since its formation in 1995. We are now looking for a dynamic and innovative new chairperson who can dedicate 1 day per week to overseeing the organisation as an integral member of the management committee.

### **The main duties include:**

- Maintaining an overview of the activities of the organisation
- Setting and maintaining, along with all other members, the tone and ethos of the charity
- Chairing management committee meetings and the AGM
- Monitoring the financial position of the charity with the help of the treasurer

You will have experience of working with children and families plus good communication and interpersonal skills. You will have the capacity to understand the key priorities of the future direction of services for children and young people.

We offer a supportive environment and the opportunity to make a significant impact in this crucial area.

**For enquiries, please contact the Director, Louise Mantle on 03003001001 or [louise@family-friends.org.uk](mailto:louise@family-friends.org.uk)**

Supported by The Royal Borough of Windsor & Maidenhead and Windsor, Ascot and Maidenhead PCT

Registered Charity no:1061057

## Job Description for Chair of Management Committee Family Friends in Windsor and Maidenhead

- To maintain an overview of the activities of the organisation
- To set and maintain, along with all other members, the tone and ethos of the charity
- To lead on and support the recruitment of the Director's role
- To provide motivation and guidance to the Director and other trustees
- To support and regularly supervise the Director
- To carry out the Director's appraisal on an annual basis
- To chair management committee meetings on a quarterly basis
- To set the agenda, in consultation with the Director, for these meetings
- To make decisions on behalf of the trustees when a management committee meeting is not imminent
- To report those decisions as soon as possible thereafter to the trustees
- To attend meetings of sub-groups (at present – Strategy and Operations)
- To chair the AGM
- To represent the organisation with external contacts
- To interview potential trustees
- To ensure that the charity follows the Charity Commission laws
- To ensure that the accounts have been independently inspected
- To complete the Charity Commission's Annual Return