



## Chairperson – Role Overview

This role is pivotal to the success of Tibberton Community Shop (TCS) as a wholly volunteer-run 'community benefit' society. The Management Committee (the 'Committee') is responsible for actioning the legal, strategic and operational aspects of the Society's business, directing and managing the work done by its many volunteers. The Chairperson, Treasurer and Secretary are TCS's three *nominated officers*.

The Chairperson's role has four main elements:

### Ensure the Management Committee functions properly

- (With the Secretary) prepare clear, timely monthly meeting agendas and relevant documentation.
- Chair meetings in an orderly, efficient way: everyone participates, adequate discussion of complex issues, effective decision making and implementation of agreed next steps.
- Look to improve the Committee's effectiveness; provide support/guidance or seek special expertise needed.

### Ensure TCS and its governance is managed effectively

- Effective two-way communications by the Committee with TCS's members and volunteers.
- A report of TCS's activities is prepared and presented to each Annual General Meeting.

### Provide leadership and strategic direction to TCS

- Facilitate the evolution of TCS's business plan and drive its implementation.

### Represent TCS as its figurehead

- Represent TCS and be its spokesperson at functions or meetings, internal and external.

## Qualities needed

### Essential

- Enthusiasm and confidence as a diplomatic, motivating and objective leader and networker
- Personable, easy to approach, good listening and tactful communication skills
- Effective meeting management skills: unbiased, allows free discussion and democratic decision making
- Well organised and confident to delegate tasks
- Exercises sound judgement when making decisions, which may need to be quick ones
- Time – averaging 2-3 hours per week, working closely with and guiding fellow volunteers.

### Ideal

- Experience of chairing meetings or working with a volunteer-run organisation
- Recognises the differences of running a volunteer-run business from a more profit-focused one
- A TCS volunteer, or who has lived in the Parish a while, or is willing to learn quickly about TCS.

Based on Plunkett Foundation and Co-operatives UK guidance: <https://plunkett.co.uk/thrive-resources/> <https://www.uk.coop/guides>

Role Overviews for TCS's three 'nominated officers' - Chairperson, Secretary and Treasurer - need to be kept aligned.  
A change in one may need to be reflected in one or both of the others.