

Volunteer Role	Chair
Volunteering Location	Home-based with monthly/regular meetings in Denny
Volunteer Supervisor	Report to Board of Trustees
Volunteering Time Requested days/hours	A few hours per week at a time/day that suits the volunteer.
<b>Role Description/Key Tasks</b>	
<p><b>About Smart Denny</b></p> <p>SMART Denny is a small grassroots charity, which aims to reduce energy use and tackle fuel poverty in the district of Denny &amp; Dunipace. We do this through raising awareness, and educating and empowering local families, individuals and households to make informed choices.</p> <p><b>Role Description</b></p> <p>The Chair will provide leadership to the Board of Trustees and oversee the governance and operation of the charity.</p> <p>Tasks include:</p> <ul style="list-style-type: none"> <li>• Chairing quarterly board meetings (usually in the evening or at weekends) and AGM, which normally last around 2 hours.</li> <li>• Providing a report on the activities of the charity at the AGM.</li> <li>• Chairing members' meetings</li> <li>• Contributing to setting the vision and overall strategic direction of the charity.</li> <li>• Overseeing the development and delivery of the charity's overall aims, including monitoring and evaluation and reviewing progress against agreed activities and outcomes.</li> <li>• Ensuring the charity complies with its governing documents.</li> <li>• Ensuring the board focusses on its key tasks and regularly assess and reviews its performance.</li> <li>• Overseeing the recruitment, induction and development of new Trustees.</li> <li>• Ensuring a commitment to equalities throughout policy and practice.</li> </ul>	

<b>Skills, Experience, Personal Qualities Required</b>
<p><b>Skills &amp; experience:</b> A strategic thinker with good communication and leadership skills. An understanding of the voluntary sector and charity governance.</p> <p><b>Personal qualities:</b> Passionate about the environment, enthusiastic and positive in attitude, willing to learn, proactive and able to work independently, able to bring out the best in people, tactful and diplomatic.</p>
<b>Additional Training Required</b>
Good governance or trustee responsibilities training can be provided.
<b>Additional Information</b>
We are committed to equality and welcome applications from people from diverse backgrounds.
<b>Disclosure/Background Check Required?</b>
Yes <input type="checkbox"/>
No <input checked="" type="checkbox"/>

**CVS Falkirk Resource Library**  
**Volunteer Role Descriptor**



Related Documents:

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