

Co-Chairperson Role Description

The role of the Co-Chair will come into play when two or more volunteers are appointed to take on the tasks of the Chairperson.

Co-Chairs, in consultation with one another, will decide on how best to share and divide their responsibilities so as to lead the Committee in carrying out its responsibilities to meet its main objective of raising funds for the benefit of the children at Curdridge Primary School. This shared responsibility also applies to the Charity's secondary objectives to ensure that there is an effective relationship between the committee, parents and staff of the school and that the Charity maintains its responsibilities in relation to financial reporting and meeting its obligations as a registered charity. Tasks include but are not limited to:

- **Working alongside other Co-Chairs to ensure the Committee fulfils its responsibilities in meeting the Charity's objectives:**
 - Plan, prepare and deliver committee meetings and AGM's so that the Committee continues to function effectively and carries out its duties;
 - Ensure that decisions arrived at during committee meetings are recorded and their implementation is regularly monitored;
 - Ensure that the Committee agrees a calendar of events for the current school year and plan, prepare and deliver appropriate planning meetings to enable these events to take place;
 - Ensure adequate support and supervision arrangements are in place for committee members, appointed roles and any parent volunteers;
 - Work alongside the Treasurer to ensure that the Charity's financial dealings are accounted for, audited (or independently examined), reported to the Charity Commission and are publically available if called for;
 - Work alongside the Treasurer to ensure that any assets (stock & funds) are properly recorded, appropriately allocated to events and stored securely;
 - Ensure that arrangements are made to identify and nominate the next Chair of the Committee;
 - Ensure that arrangements are made to identify and nominate the appointed roles of the Committee i.e. Treasurer, Vice-Chair, Co-Chairs or Chair, Secretary and Trustees for the current school year;
 - Recruit committee members with relevant expertise and experience to ensure the smooth operation of the Charity and, if necessary, appoint interim members into positions if required;
 - Work alongside the Secretary to ensure that the Charity operates within the requirements of its constitution, regularly review the constitution to ensure that it remains up-to-date, relevant and achievable, and propose changes for the Committee to approve if appropriate;
 - Ensure that all committee members and volunteers receive appropriate guidance, training and information relating to their role

- Help promote the Charity to parents of the School to raise awareness and encourage involvement and participation;
- Promote the Charity to potential donors / funders with potential to increase the funds raised at CSA events i.e. raffle prize donations, sponsorship etc.
- **Working alongside other Co-Chairs to ensure effective relationships between committee members, volunteers and school staff:**
 - Ensure the Charity has appropriate procedures in place to comply with current legislation and good practice including health & safety, advertising and recruiting committee members and volunteers and safeguarding;
 - Agree an annual schedule for committee meetings and event planning meetings with the committee and / or volunteers;
 - Ensure that general committee members, members in appointed roles and trustees of the charity understand the scope of the Charity, it's objectives and the role(s) that they play in meeting those objectives;
 - Work alongside appropriate committee members to investigate and resolve any discrepancies, grievances or complaints received in a sensitive and timely manner;
 - Ensure appropriate communication between the committee, school staff and parents/carers of the school throughout the school year.
- **Other Duties:**
 - Delegate tasks to appropriate members / volunteers of the CSA as and when required to ensure the smooth operation of the Charity.
- **Qualities and Skills Required**
 - An understanding of how the Charity operates and it's role and objectives;
 - Able to work collaboratively & share responsibilities whilst maintaining effective leadership;
 - Good meeting and presentation skills;
 - A supportive and confident leadership style;
 - Good organisational skills with an eye for detail;
 - Experience of committee work and procedures is ideal, but not essential;
 - Good communication and interpersonal skills;
 - Impartiality, fairness and the ability to respect confidences;
 - Ability to work well both autonomously and as part of a team.
- Time Commitment – the role of Co-Chair requires an estimated commitment of 10 - 25 hours per month during term-time. This time would be shared between the volunteers taking on the role. This estimate is dependent upon how many events are being run and the extent of your involvement with these.

As a member of the CSA Committee, you can expect:

- To be treated with courtesy and respect as a valued member of the Charity;
- That the Charity will take care of your health, safety and welfare whilst performing the duties of your role;
- That you will be involved in a capacity that matches your skills and interests and that also helps the Charity to achieve it's objective(s)

- That the Charity will always be mindful of your voluntary status and your right to decline involvement at any time;
- That the Charity will take good care of your personal details (such as your contact details) and not use them for anything other than managing and supporting your volunteering role in accordance with General Data Protection Regulations (GDPR) and the Data Protection Act 2018;
- That the Charity will reimburse your agreed out of pocket expenses in a timely manner;
- That you are properly supported and supervised to carry out the duties of the role;
- To feel valued and that ideas for appropriate events and any suggestions for change to improve the operation of the Charity will be heard and considered.

I have read the roles and responsibilities document and understand my responsibilities as the Co-Chair for the CSA Committee.

Name: _____

Signature: _____

Date: _____