



# TIBBERTON COMMUNITY SHOP



## Chairperson – Role Overview

This role is pivotal to the success of Tibberton Community Shop (TCS) as a 'community benefit' society. The *final responsibility* for actioning the legal duties of the Co-operative and Community Benefit Societies Act 2014 ('the Act'), rest with the whole Management Committee of the Society (the 'Committee'), including the Chairperson - all of whom may be held accountable and responsible. All Committee members have the legal duties: of good faith, to take care, to obey the law. The Chairperson, Treasurer and Secretary are TCS's three *nominated officers*.

The Chairperson's role has four main areas of responsibility:

### Provide leadership and strategic direction to TCS

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

### 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.

### Ensure the Management Committee functions properly

- (With the Secretary) prepare clear, timely 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.

### Represent TCS as its figurehead

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

## Qualities needed

### Essential

- Enthusiasm, 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 – between 3-6 hours per week to commit to the role, working closely with and guiding colleagues

### Ideal

- Experience of chairing a volunteer-run organisation
- Recognises the differences in running a volunteer-run and profit-focused businesses
- A TCS volunteer, or who has lived in the Parish a while, or willing to learn about TCS's people and history.

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.