Role Description for the Chair of the
Child Contact Centre Management Committee.

Key Responsibilities:

Leadership and Guidance:

- Provide leadership and direction to the Management Committee (MC), setting the tone and expectations for effective governance.
- Facilitate constructive discussions and ensure all voices are heard.
- Guide the Committee in making informed decisions aligned with the organization's aims. Ensure these decisions are acted on and assess reaction.

Meeting Management:

- Plan and conduct 3 meetings per year, effectively, ensuring agendas are relevant and discussions are focused.
- Maintain order and efficiency during meetings, ensuring all business is addressed in a timely manner.
- Prepare meeting agendas and ensure all necessary materials are distributed in advance.

Strategic Planning and Oversight:

- Ensure the M.C. focuses on critical tasks and identifying potential improvements.
- Oversee the Centres performances
- Review the Induction, Development & Training of the Coordinators and Volunteers
- Ensure the continuation of volunteers ready to step up for coordinators' roles

Communication and Collaboration:

- Foster a collaborative and inclusive environment within the MC
- Serve alongside the MU CCC rep, connecting the MC and the M.U. Diocesan Board.

Governance and Compliance:

- Ensure compliance with legal and financial regulations.
- Ensure all Policies, esp: Safeguarding, are UpToDate and signed
- Maintain key external relationships with outside relevant/pertinent organizations

Other Key Duties:

- Make a minimum of 2 visits to each Centre in Session, each year. = 4 visits a year
- Maintain impartiality, fairness, and respect for confidences.
- Ensure all the business is discussed in line with the agenda; that everyone's views are heard and discussed, that clear decisions are reached and accepted and that they follow up to make sure agreed actions are carried out in line with Committee decisions.

Skills and Qualifications:

- **Leadership and Interpersonal Skills:** Strong leadership, communication, and interpersonal skills are essential for guiding and motivating the committee.
- **Strategic Thinking:** Ability to think strategically and contribute to the organization's long-term vision.
- **Meeting Facilitation:** Experience in facilitating meetings and guiding discussions to achieve desired outcomes.
- **Decision-Making:** Ability to make sound decisions and ensure decisions are implemented effectively.
- **People Management:** Experience in managing volunteers and supporting them as they do this potentially upsetting work.
- **Time Commitment:** The role of Chair requires commitment to time of 2-3 hours dedicated to each of the 4 visits on a Saturday afternoon.
  The time of 2-3 hours dedicated to the Committee meetings, (plus preparation time) can be flexibly arranged at time to suit all members of the Committee.