

MINETY COMMUNITY SHOP LTD

Chairperson Role Definition

Estimated 1 to 2 days per month

The Chair's role is key on the voluntary Shop Management Committee. It involves work between meetings, external representation of the Shop and work with other Committee members and shop staff. Main requirements are diplomacy, influencing and leadership skills.

Responsibilities include:

- Ensuring the Management Committee and Shop functions properly, that there is full participation during meetings, that all relevant matters are discussed and that effective decisions are made and carried out in line with the agreed 'vision' and objectives agreed to by the membership and executed by the Committee.
- Ensuring each meeting is planned effectively and conducted according to the Shop rules of conduct (Minety Community Shop is registered as a Community Benefit Society with FCA) and that matters are dealt with in an orderly, efficient manner.
- The Chair must lead the team and ensure that the committee supports and develops the performance of the Shop, in line with agreed targets and principles.
- Another key function is to ensure that the process for the renewal of the Committee through recruitment of new members is maintained to provide for continuity and to develop with 'fresh eyes', enabling new enthusiasm in taking the benefits to the Community to the next level.
- The chair must co-ordinate the Committee to ensure that appropriate roles, policies and procedures are in place for the effective management of the organisation.
- Ensure the shop is compliant with all regulations and legislation by monitoring key controls and check lists that demonstrate compliance.
- As well as leading the Committee and Shop Management, the Chairperson must report back to the Shareholders at an Annual General Meeting to obtain approval for the Accounts, direction and governance.
- Managing the paid Shop Manager ensuring compliance and well-being in discharge of their duty in the day to day running of Shop operations. This will also be to monitor progress against growth, financial targets, quality of our offerings, local sourcing, Food Safety and so on.
- Ensuring that the Shop Manager is discharging duties including management of other paid staff and volunteers.
- Provide effective communication to all stakeholders, including; members, staff/volunteers, committee members, grant providers, MVH Committee, Parish Council and the wider Community in our target areas, to allow everyone to share in the success, direction and progress the Shop has made while encouraging support for future activity.