

## Volunteer Business Board Chair

**Remuneration:** This volunteer role is not accompanied by any financial remuneration, although travel expenses may be claimed.

**Reports to:** Corporate Fundraising Manager

**Location:** Manchester

The KidsCan Business Board will aim to unite the Manchester business community in order to raise funds and awareness for research into new and improved treatments for children with cancer.

Board members will work collaboratively to plan and deliver engaging fundraising events, utilising their business networks to achieve a target annual income of £100,000.

The Chairperson is responsible for making sure that each meeting is planned effectively, conducted appropriately and that matters are dealt with in an orderly, efficient manner. The Chairperson must ensure KidsCan are informed of any events coming up and be aware of the rules and procedure that the group must abide by.

As the Chair of the Board, you will be responsible for the following:

- Meeting with the secretary to arrange and draw up the agenda to be discussed at meetings and ensure minutes are properly drafted and issued prior to the next meeting.
- Conduct business in the order set out in the agenda, keeping focus on agenda items
- Make sure that a decision has been reached before going onto the next item, ensuring members have the chance to speak and be heard
- Supporting members to succeed in their role within the board
- Regularly communicating with the Corporate Fundraising Manager within KidsCan

### Person Specification

- Board member or Chair experience
- Necessary tact and diplomacy
- Confident and fair leader, with the ability to inspire and influence

### You will demonstrate:

- A passion for the mission of KidsCan Children's Cancer Research
- Ability to think, plan and operate strategically
- Strong leadership skills
- Good communication skills
- Ability to utilise your professional networks to engage new supporters
- Experience of event planning and delivery

### Time Commitment

Each member of the committee will be expected to commit a minimum of 2-4 hours per month which may increase depending on any fundraising activities established. The committee will be expected to meet at least 6 times per year in person or via conference call and all members will be expected to actively participate in meetings contributing to the discussion and sharing ideas, contacts and networks.