

Volunteer Fundraising Group Chair

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

Reports to: Community Fundraising Manager

Location: Salford, Manchester

The Kidscan Community Fundraising Group will aim to unite your community in order to raise funds and awareness for research into new and improved treatments for children with cancer.

Community Fundraising groups will work collaboratively to plan and deliver engaging fundraising events, utilising their networks to achieve a target annual income of £10,000.

As a member you will contribute to the success of the Kidscan Community Fundraising Group by:

- Planning and delivering key fundraising events, ensuring fundraising activities are cost-effective, ethical and all fundraising guidelines are followed
- Actively engaging in advocacy and networking to promote Kidscan Children's Cancer Research whilst educating the public about childhood cancer research and the issues surrounding current treatments
- Working with our dedicated Community Fundraising Manager to identify prospective partners and work to develop effective relationships

In your role as Chair, you will also be responsible for the following:

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 Community Fundraising Group you will lead the board to plan and deliver 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 Community 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 group will be expected to commit a minimum of 2-4 hours per month which may increase depending on any fundraising activities established. The group 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.