

## Job Description – Whiteleaf and Cadsden Residents Association CIC (WCRA)

<b>Job title:</b>	<b>Chairman WCRA CIC</b>
<b>Terms:</b>	3-year elected term, renewable max. 3 terms, per Company Articles
<b>Remuneration:</b>	Unremunerated – Honorary role
<b>About us:</b>	WCRA CIC is the collective voice of the two hamlets on issues of community interest. The hamlets comprise 158 households of which 90% receive WCRA circular emails. WCRA CIC is managed by its board of directors who are all resident in one or other hamlet. The company facilitates communication within the hamlets and promote our ethos statement and work within the limits of our Constitution. Our constitution, ethos/aims and mission statement are here: <a href="https://wcra.blog/about/">https://wcra.blog/about/</a>
<b>About the role:</b>	The Chairman is a volunteer Director of WCRA CIC who the directors may appoint on (4) of their number to the role and leads Board discussions and decisions as participant.
<b>Role requirements:</b>	<p><u><i>Leadership and communication skills - Committee experience - Tact and diplomacy - Impartiality and the ability to respect confidences – widespread understanding of the work undertaken by the organisation.</i></u></p> <p>The Chairman is responsible for leading the organisation and making sure agreed tasks are carried out and completed. The Chairman makes decisions between meetings, as necessary.</p> <p>Before board meetings the chair should plan and understand the agenda and ensure that all possible and necessary information is available to co-directors to inform constructive discussion.</p> <p>The Chairman reports to the Board of WCRA CIC.</p>
<b>Main Responsibilities:</b>	<p>Main responsibilities of Chairman are to:</p> <p><b>Function as the organization’s leading representative.</b> This involves the presentation of the company’s aims and policies to potential clients or partners, and to the outside world.</p> <p><b>Take the Chairman role at general meetings and board meetings.</b> By keeping track of the contributions of individual directors and ensuring they are all equally involved in decision making. The Chairman should direct discussions towards consensus and should sum up discussions so that everyone understands what has been agreed upon.</p> <p><b>Take a leading role in determining the composition and structure of the board.</b> This means regularly reviewing the overall size of the board, the balance between executive and non-executive directors, as well as the balance of age, gender, experience, personality, and performance.</p> <p><b>Ensure effective and constructive communication with all company shareholders and stakeholders.</b></p>
<b>Specific duties and responsibilities in addition to those listed above:</b>	<p>The Chairman, in conjunction with designated officers should ensure and check that:</p> <ul style="list-style-type: none"><li>• Financial controls and management policies are in place for proper reporting of financial information.</li><li>• Matters of risk and risk mitigation are assessed and addressed in forum.</li><li>• Be aware of deadlines and have clear arrangements ensure they are met in liaison with designated directors.</li></ul>