

## **Core Job Role and Profile for the Position of Chair of Hotwells and Cliftonwood Community Association (HCCA)**

### **Core job role**

- a) Provision of leadership to, and support of, members of the HCCA Management Committee (MC)
- b) Determining the agenda for meetings
- c) Chairing meetings including the AGM
- d) Reviewing draft minutes before sharing with the MC
- e) Write up and present the Chair's report at the AGM
- f) Ensure, through the Treasurer, that:
  - i. the necessary financial records and details are maintained,
  - ii. regular information is given to the MC and
  - iii. the annual accounts are supplied for the AGM
- g) Responding, on behalf of HCCA, to enquiries, complaints, and other communications where this is felt more appropriate than coming from an MC member
- h) Ensuring that the HCCA retains its good standing with Bristol City Council and other relevant bodies by for example ensuring that links with Councillors, Council Officers and other leaders are maintained and developed as necessary

### **Profile**

- a) Lives in or close to the area (e.g. Hotwells, Cliftonwood, Clifton, Spike Island, Harbourside and Central area)
- b) Can demonstrate a commitment to Hotwells, Cliftonwood and Spike Island
- c) Experience of running a team
- d) Able to demonstrate leadership through motivation and inspiration
- e) Enthusiast who cares about the area in which they live or perhaps used to work in

N.B. Whilst we see all the above aspects of the profile as being desirable, being able to demonstrate a), b) and e) will be essential.