



Volunteer Role Description: Chair of Thirtover Place Management Committee

Would you like to use your organisational skills and property know-how to support your local Girlguiding team, while making a big difference to girls and volunteers? Volunteering as the Chair of Thirtover Place Management Committee could be for you.

Role title: Chair of Thirtover Place Management Committee

Specialism: Property management

Supported by: County Commissioner and County Chair of Properties

Suggested time commitment: up to 15 hours per month

Length of time in role: 5 years

Location: Cold Ash, Berkshire

If you are interested in this role: please contact Sarah France (joint County Commissioner) via commissioner@girlguidingroyalberkshire.org.uk with a brief summary of what experience you can bring to the role.

Girlguiding is the leading charity for girls and young women in the UK. Thanks to the dedication and support of 100 000 amazing volunteers, we are active in every part of the UK giving girls and young women a space where they can be themselves, have fun, build brilliant friendships, gain valuable life skills and make a positive difference to their lives and their communities.

Our incredible volunteers contribute more than ten million hours to guiding every year. Some give us a couple of hours here and there - helping out with driving for trips and holidays, fundraising and events planning, or even doing the annual accounts for local groups. Others give their time as Leaders or Assistant Leaders for units, providing girls and young women with a space where they can be themselves. Whatever your skills and interests, and no matter how much time you have to spare, one of our volunteering roles is bound to suit you.

Girlguiding Royal Berkshire is a part of the South West Region of Girlguiding. We have over 8500 members. Thirtover Place Residential and Activity Centre is a fully equipped holiday house to accommodate 30 people, together with three camp sites accommodating between 15 and 36 campers a site, toilet/shower facilities plus camp stores and shop, set in nine acres of beautiful West Berkshire countryside. The site is used throughout the year by adult and youth members of Girlguiding, other charities and the local community and generates about £40000 of business annually, a figure we aim to substantially increase in the next 5 years through investment in facilities and active marketing.
<http://www.thirtoverplace.org/>

CHAIR OF THIRTOVER PLACE MANAGEMENT COMMITTEE

Level: County

Who can do this role?

The Chair of the Thirtover Place Management Committee can be any adult over 18 years old. Whilst they do not need to become a member of Girlguiding, they do need to demonstrate a commitment to the ethos and acceptance of Guiding values and rules, and meet the requirements to be a charity trustee. The appointee must:

- a) agree not to promote any beliefs, behaviours or practices that are not compatible with the values of Girlguiding
- b) agree to work within the policies and rules of Girlguiding
- c) have not been convicted of any other offence(s) or subject to disciplinary proceedings relevant to this role.

Do I need a qualification?

You don't need any specific qualifications to undertake this role, but a knowledge and understanding of property management, and experience of managing people and chairing meetings would be advantageous.

What is the purpose of this role?

The purpose of this role is to chair the Thirtover Place management committee, to support the on-site manager in the day-to-day operations of the site and to play a part in ensuring that all legal obligations are complied with.

What will I do in the role?

The responsibilities of the role are:

- To chair the Thirtover Place Management Committee meetings and any sub-committees that cannot be delegated. Hold meetings of the management committee at an appropriate frequency as required and work with the Secretary to ensure that agendas and minutes are recorded and distributed in a timely manner.
- Establish sub-committees for specific tasks as required.
- Maintain close links with the County Commissioner(s). Become a member of the County Executive Committee (CEC) and keep it fully informed of all matters of risk relating to Thirtover Place. Participate in any CEC sub-committees as required.
- With the County Chair of Properties and on-site manager ensure changes to health and safety and other relevant legislative requirements are identified and complied with.
- Work with the Thirtover Place Treasurer to ensure that accurate financial records are maintained.
- Work with the Management Committee to ensure that expenditure demonstrates value for money.
- Assist the County Commissioner(s) in appointing a site manager as and when necessary.
- Provide support to the site manager by maintaining regular contact. Work with the County Commissioner(s) to ensure the site manager carries out their duties and responsibilities.

- Work with the Thirtover Place Operations Sub-Committee to identify the audit, inspection, maintenance and development tasks required to keep the house and grounds in good order, and to comply with legal and other requirements.
- Ensure a continuous development plan to improve and extend the facilities and activities available on the site is in place.
- Ensure an inventory of the contents of the property (including the Warden's lodge) is maintained.
- Maintain a close liaison with the Friends of Thirtover Place.
- Work with the site manager to maintain good relations with the neighbours of Thirtover Place. Liaise with the Parish and District Councils as required.
- Represent Thirtover Place at other meetings as required.

Being part of your local guiding area

- Be part of the local Girlguiding community by attending local meetings and maintaining a good relationship with other volunteers, particularly those that use Thirtover Place on a regular basis.

Being part of Girlguiding

- Be committed to undertaking relevant training.
- Learn about the structure of Girlguiding and how your responsibilities and position fit within it.
- Be willing to learn about Girlguiding's national and local strategic aims, how these are being delivered locally, and Thirtover Place's role within that.
- Learn about and abide by Girlguiding's policies and Code of Conduct.
- Be an ambassador for the values of Girlguiding.

Promoting Girlguiding

- Promote a positive image of Girlguiding at public events as appropriate.

What will Girlguiding do for me?

- Provide a thorough and appropriate induction to the role and organisation
- Help you to develop your skills, knowledge and abilities to perform the role by providing relevant training opportunities (including e-learning where possible).
- Provide guidance via the Guiding Manual.
- Provide support and development from fellow volunteers, including the County Commissioner and the County Chair of Properties.
- Host meetings and events to share information at a local level.
- Reimburse agreed expenses.
- Provide references.
- Provide a clear complaints procedure and support to resolve problems or disagreements.

Am I right for the role?

Supporting roles in Girlguiding provide essential help to volunteers who work directly with girls and young women. While we can offer you training and support we would expect you to possess the personal qualities outlined below.

Personal qualities

- An open and approachable manner.
- A high degree of personal integrity.
- A commitment to ongoing personal development.

Skills and abilities

While all these skills and abilities are not essential when starting, they should be developed as part of the role.

- Experience of chairing meetings.
- Experience of managing people.
- Knowledge of property management.
- High level of organisation and ability to work on own initiative.
- Attention to detail and accuracy.
- Ability to work as part of a team.

Girlguiding welcomes volunteers of all backgrounds, ages, cultures, faiths and abilities. We are flexible, and volunteering can be arranged to fit around a busy lifestyle.

As this role works with charity finances, and may require you to have contact with our young members, you will be required to complete a DBS check, carried out by a local verifier.

Please note this is a volunteer role; this role description does not form part of any contract of employment.