

The Village Hall Chairperson leads the management committee to ensure the hall operates effectively, safely, and lawfully. Key duties include chairing meetings, driving strategic goals, overseeing booking/maintenance policies and ensuring compliance with charity regulations.

Key Responsibilities and Duties:

Meeting Leadership: Plan agendas with the secretary, facilitate productive meetings, manage discussions, and ensure clear, democratic decision-making.

Governance & Compliance: Ensure the committee operates according to the constitution, charity law, and health & safety regulations.

Operational Oversight: Oversee the day-to-day running of the hall, including hiring agreements, maintenance schedules, and financial stewardship (working with the Treasurer).

Representation: Act as the primary figurehead and spokesperson for the committee to the local community, stakeholders, and external bodies.

Leadership & Development: Lead the team of volunteers/trustees, encouraging participation, managing conflicts, and delegating tasks.

Decision Making: Provide leadership in emergencies and, if necessary, use a casting vote to break ties.

Typical Skills and Attributes:

Strong leadership and diplomatic skills.

Good communication and interpersonal skills.

Organisational ability and strategic thinking.

Commitment to the community and charity, typically on a voluntary basis.