Example role description: Leg Club Chair

<table>
<thead>
<tr>
<th>Title or name of position</th>
<th>Leg Club committee chair</th>
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<tbody>
<tr>
<td>Responsible to</td>
<td>The chair will lead the Leg Club committee and is the Leg Club’s representative within the local community.</td>
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### Key Responsibilities

- Lead on the strategic direction of the Leg Club and set goals for each area of the Leg Club’s work.
- To ensure the effective operation of the committee through communication with other key post holders in order to ensure everyone is working towards the agreed goals.
- With the secretary, set meeting agendas.
- With the treasurer, manage the overall budget.
- With the volunteer lead, ensure adequate numbers, training and management of the volunteer team.
- Support committee members in grant applications, fund raising and promotion of the Leg Club.
- Negotiate with external organisations, as appropriate.
- Maintain excellent relationships with venue management, Town Council, local MP, volunteer organisations and the Leg Club Foundation.
- Attend regular volunteering sessions or visits to the Leg Club in order to maintain an understanding of how the Club is working.

### Experience, knowledge and personal skills

- A good overall knowledge of the Lindsay Leg Club model, its aims and culture.
- Ability to communicate effectively with all stakeholders including management, clinical staff, volunteers and Leg Club members.
- Clear leadership skills.
- The ability to co-ordinate and delegate the various activities undertaken by the committee and committee members.
- Ability to manage meetings efficiently, ensuring an inclusive environment for attendees.