

# Vacancy for a Volunteer Chair of the Teddington Society

## Introduction:

The Teddington Society was founded in 1973 by a group of local residents with a view to safeguarding our valued riverside. The aim of the Society continues to be to protect the history and the character of the town, to encourage local community projects and to make Teddington an even better place to live and work. The Society has a number of working Groups dealing with various activities: Riverside, Environment, History, Planning, Gardens, Transport. The Society is non-political and non-sectarian.

An Executive Committee meets regularly to discuss issues, plan events and agree actions. Following the death of the Chair in January 2023, the Committee is seeking to recruit a new Chair who can drive the Society forward with enthusiasm and collaboration. The Chair plays a key role in leading the Committee, ensuring the Society meets its aims. The role is voluntary and will entail approximately 8-10 hours commitment a month on average.

## Chair person specification:

- A long-term resident of Teddington with a desire to support the aims of the Society.
- Ability to harness the diverse views and contributions of every Committee member in an inclusive and supportive manner.
- Ability to build on existing contacts and to act as an ambassador for the Society.

## Main responsibilities of the Chair:

- Lead the Committee in delivering the aims of the Society and ensure it operates in line with its Constitution, charity law and with other relevant legislation and best practice.
- To set the strategic direction of the Society with the Executive Committee, encouraging activities that promote the Society's objectives.
- Chair Committee meetings and ensure all decisions are taken in the best interest of the members of the Society, are implemented within the appropriate timescale and fairly recorded in the minutes.
- Chair public meetings of the Society including its AGM.
- Liaise with the Leader, Councillors and officers of the London Borough of Richmond upon Thames when necessary.
- Liaise with local businesses in Teddington.
- To act as the lead ambassador for the Society, acting as spokesperson where appropriate, representing the Society at events, and helping to raise the Society's profile in Teddington.

Please contact [chair@tedsoc.org.uk](mailto:chair@tedsoc.org.uk) for further information