

# Whissendine Good Neighbour Scheme

## Chairman Job Description



- Prepare agenda for bi-monthly meetings
- Prepare agenda for AGM
- Prepare and present annual report to AGM
- Chair bi-monthly AGM and any other extraordinary meetings
- Represent on behalf of WGNS to outside agencies
- Represent on behalf of WGNS to new and existing GNS
- Mediate for queries arising
- Introduce WGNS to potential and new volunteers
- Co-ordinate training of new volunteers
- Co-ordinate annual tea party event
- Co-ordinate further training as required for volunteers