Logo, company name

Description automatically generatedThe Heather Club  
Carey Baptist Church,   
The Marlowes  
Hemel Hempstead  
HP1 1LD

[theheatherclub@outlook.com](mailto:theheatherclub@outlook.com)

07836 560684

Registered Charity number 1015598

The Heather Club is stimulating day care centre for adults living with dementia and early memory loss. We are a small, friendly charity based in Hemel Hempstead and are looking for a new **Chair of Trustees** to replace our existing chair who is coming to the end of their two-year term.

It would be desirable to have someone with experience working or living with others who have experienced memory loss and/or dementia along with experience of being a chair.

**Main Responsibilities:**

* Chair Trustee, AGM and any additional meetings
* Plan the AGM
* Support and care for Trustees and the day centre manager(s)
* Provide direction for the charity (although the Trustees operate as the decision-making body)
* Hold monthly 1-2-1 meetings with the Club Manager(s)
* Respond to enquiries and requests for direction/advice from the Club Manager
* Write regular articles to help promote the Heather Club
* Liaise closely with the Secretary and Treasurer
* Write reports for the quarterly trustee meetings, the AGM, the annual Charity Commission along with reports for grant applications and similar
* Chair interview panels, draft job descriptions, draft adverts, draft contracts of employment for any new managerial positions (currently only one paid position within the charity – the Club Manager)
* Take the lead in resolving issues between Trustees (very rare)
* Write letter of thanks for donations, to volunteers, to Trustees etc
* Amend and update the Charity Commission Website information

*This is not an exclusive/exhaustive list but gives an indication as to what is involved in the role and much of the role is responding to issues as they arise.*

**Starting Date:** As soon as possible

**Term:** Two years

**Location**:  The Heather Club is run twice a week from Carey Baptist Church in Hemel Hempstead, however the location of where the chair resides is less relevant as most of our meetings are held online via Zoom.

**Person Specification**   
-Leadership skills

-Good listening and negotiation skills

-A passion to help others along with a caring nature.  
-A patient demeanour along with a willingness not to give up too easily.  
-Ability to work under pressure with competing demands.  
-An out-going personality with the ability to form positive relationships.

-Strong written and verbal communication skills.  
-Desirable to have had some experience of working or living with others who have experienced memory loss and/or dementia. 

For further information or to put yourself forward for the position of Chair, please email our current chair [michael.rowan@ntlworld.com](mailto:michael.rowan@ntlworld.com) or alternatively visit our website: <https://www.theheatherclub.com/>.