

Macmillan Cancer Support: Volunteer Role Description

Role title: Chairman - Macmillan Committee - Formby

Why do you need me?

- To support and lead a local committee in fundraising for Macmillan Cancer Support. To positively promote and raise awareness of Macmillan within the local community.
- The Formby Committee are a well established committee with over 10 members. They are looking for someone to refresh their fundraising ideas and help to establish a network of support from the local area.

What activities can I be involved in?

- Act as a senior member of a properly constituted committee of Macmillan
- Have overall responsibility for all actions of the committee and its members
- Chair and run committee meetings on a regular/monthly basis and ensure that the minutes are sent to the Macmillan contact
- Fundraise for Macmillan
- Liaise with the Macmillan contact to keep up-to-date with Macmillan's future direction nationally and locally
- Act as an ambassador for Macmillan in talking enthusiastically about the work of the charity and be able to answer questions posed by members of the public
- Oversee the frequent submission of monies and the submission of year end accounts
- Supporting Macmillan's aims and objectives
- Comply with legal requirements, such as Health & Safety legislations for fundraising events and Macmillan's internal policies

What skills and abilities will I need to have?

- Effective communicator
- Team leader and team player
- Organisational skills
- Honest and reliable
- Enthusiasm
- An interest in cancer care and the services that Macmillan provides

What are the goals?

- To raise money and awareness, and to represent Macmillan in your part of the region.
- Making a difference to your local community
- Helping people affected by cancer

How much time should I offer?

- Flexible time commitment

What days of the week/time of day would you need me?

- Events and meetings could take place at any time during the day or week. They are generally organised to suit group members' availability.

Where will I be based?

- Meetings are generally held at a location within the groups area of operation

What are the benefits to me?

- Meeting and working with new people
- Developing your leadership skills
- Having fun
- Adding to your CV
- Making a difference to your local community
- Helping people affected by cancer

Is there an induction and training?

- Information pack and induction provided to help familiarise you with the work of the charity, the fundraising team and the current committee (if applicable)
- We will provide any training you need to complete the role

What ongoing support/guidance will there be?

- Support from the other members of the fundraising group
- Fully supported by the Fundraising Manager, and fundraising team
- Opportunities to meet and network with staff and fellow volunteers during the year
- You will be updated on the success of the team!

Will my expenses be paid?

- We pay volunteers' "out-of-pocket" expenses within agreed guidelines.

What's the next step?

Fill out an application form and we will then arrange for you to come to the office for an informal chat. Any questions please contact Grace Bennett

Date prepared: 14/10/2009