

CRADLE CHAIR ROLE DESCRIPTION

As The Chair, you will oversee The BOARD of CRADLE, a Team of dedicated Trustees (including yourself), who have overall control of CRADLE and are responsible for making sure The Charity is doing what it was set up to do. As the Chair you will be committed and passionate about 'ensuring nobody feels alone if affected by the death of a baby during pregnancy'.

You will work with the enthusiastic Trustees to lead CRADLE forward, deciding how best it is run to ensure people's lives are being impacted for the better. Not just the patients we support but any stakeholder of The Charity.

As Chair and member of The Board, you will also bring your own particular skill set, experience, energy and enthusiasm, to join with other Trustees in managing the day to day business of CRADLE. We are particularly interested in the following areas, so if you have any skills or expertise in these areas please make us aware through your application:

- Charity Sector HR
- Charity Sector Accountancy
- Charity Sector Legal
- Marketing
- Social Media
- Transformation
- Business Development
- Corporate Partnerships
- Fundraising and Philanthropy.

Useful experience may also include previous experience in the Charity Sector, a Business background or someone who feels they have the passion and ability to undertake the role.

As a team we meet bi-monthly and as The Chair you will be responsible for chairing the sessions. This includes preparing the meeting, including items on the agenda, ensuring the items on the Agenda are covered during the meeting and agreeing any actions for the appropriate running of CRADLE, the results of which will be reviewed at the next Trustees Meeting. These will be deemed actionable items.

The meetings are an opportunity not only to get together but also ensure all attendees bring their own particular skill set, experience, enthusiasm and energy in managing the business of CRADLE including future proofing, brainstorming and problem solving.

As Chair you will be responsible for utilising the Trustees expertise in the most effective way for CRADLE and ensuring that the Trustees understand and agree the expectations of them in between Board meetings, including any actions they are responsible for. We also ask that as Chair you emphasise how important it is for Trustees to attend the meetings and make clear the process for those who cannot attend.

Alongside running the meetings, you will be a point of contact for the Trustees regarding any queries they may have whilst undertaking their roles. You may also, depending on your skill set, take responsibility for managing and growing CRADLE in a particular sector or direction and will report back to the Trustees at the next Board meeting unless agreed to do so earlier.

We strongly believe that collaboration is key to making CRADLE a success and invite people from all backgrounds to apply to be Chair. We believe a true understanding of all possible experiences will allow us to ensure we are providing the right service provision for all. This will be of great benefit to the running of CRADLE and help us ensure nobody is alone whilst experiencing the death of a baby during pregnancy.

We are a small charity with big ambition, so would like to state that this is a hands-on role and a level of commitment is required from the Chair . As a minimum we ask that:

- each Board meeting is organised and attended with plenty of notice throughout the year
- a minimum of 6 hours a month is dedicated to CRADLE Charity and working towards its goals.

Remuneration – This is a voluntary unpaid role. Expenses for required duties are available but must be agreed by The Board prior to Expenditure.

For more information or any questions, please email anmarie@cradlecharity.org