**Swallowfield Parish Allotment Association – Chairperson Job Description**

**Role Title Reporting Relationship**

The Chairperson reports to the SPAA Committee

**Purpose**

Lead the SPAA Committee, represent the SPAA and act as the overall custodian of the SPAA and its interests on behalf of the SPAA Committee and the SPAA members and stakeholders.

**Key Responsibilities**

Leadership

* Chair and oversee the performance of the Committee, ensuring its effectiveness in all aspects of its role. Primarily focused on strategy, performance, value creation and accountability, ensuring that issues relevant to these areas are reserved for SPAA Committee decision.
* Ensure, in conjunction with the SPAA Committee the nature and extent of the material risks the SPAA is willing to embrace in the implementation of its strategy and plans.
* Lead in building relationships with other organisations such as other allotment associations, the Royal Horticultural Society, Charities etc.
* Front in engagements with the Parish Council, Local Authority, Legal and regulatory duties as required to maintain the framework under which the SPAA operates.
* Present the awards and prizes on behalf of the SPAA (e.g., Best Plot Awards, prizes at the annual open day etc.)
* Ensure the effective running of the Committee including Chairing the regular committee meetings, AGM and other meetings and business as required and to ensure that all Committee members can contribute and debate within an effective decision-making process.
* Ensure the Board’s Committees are properly structured with appropriate terms of reference.
* Facilitate the effective contribution of SPAA members, encouraging open constructive communication and contributions from all SPAA members.
* Lead the development of the SPAA’s culture through the SPAA Committee.
* Ensure, in conjunction with the SPAA Secretary, effective engagement with stakeholders to understand issues and develop relationships, SPAA members, local authorities, business partners, local charities, the media and special interest groups who have legitimate concerns or involvement and the communities in which the SPAA operates.
* Lead engagement with stakeholders in raising funds for SPAA projects as required, e.g., Lottery Fund applications, Royal Horticulture Society etc.

Governance

* Promote high standards of integrity, probity, ethics, diversity & inclusion.
* Ensure that the SPAA operates to the highest standards of governance.
* Ensure the SPAA Committee meets on a regular basis as required to run the SPAA effectively.

SPAA Evaluation and Development

* Lead an evaluation of the performance of the SPAA Committee at least once a year, and act on the results by recognising the strengths and addressing the weaknesses of the SPAA.
* Lead on matters of SPAA development, including any training and development of Committee members needed.