**Kingston upon Thames Association for the Blind**

**Honorary Chair Person**

**Introduction**

**Kingston upon Thames Association for the Blind (KAB),** is seeking to appoint a new Honorary Chair Person. (Charity registration number 249295).

**Kingston upon Thames Association for the Blind (KAB)** is a small charity whose Mission is ‘To empower people living with sight loss, to lead independent and fulfilled lives in the Royal Borough of Kingston upon Thames’. The charity provides a range of services to achieve this, such as lawn bowls, ten pin bowling, tandem cycling, befriending schemes and social clubs with refreshments/entertainment, and outings; where members give and receive peer support, which all benefit mental health and well-being. The charity also provides assistive technology support, help with form-filling and supports the Kingston Talking Newspaper.

The charity works closely with Kingston Council, Kingston Hospital Royal Eye Unit, Royal Borough of Kingston’s Sight & Hearing Service and community and other Sight Loss Charities. **KAB** has a small team of Trustees and Trustee Meetings are held every six weeks, and in order to contribute to the decision-making process Trustees are expected to attend workshops and training sessions and to join sub-committees, as required, in order to gain a clearer understanding of the charity’s work.

Currently, the charity has two part-time employees, who are supported by several volunteers. This in itself if challenging and we are seeking a Chair who is passionate, motivated, with excellent leadership skills, who can commit the time to help drive the charity forward to its next growth stage and help increase its team.

**Job Description**

**Overall Responsibilities:**

* Leading the Committee and the Organisation
* Ensure an effective relationship between Kingston Association for the Blind (KAB) Trustees, Employees and Volunteers
* Ensure an effective relationship between external stakeholders **/** community
* Act as a spokesperson and figurehead as appropriate
* Support the Charity Manager and staff
* Plan and prepare Committee meetings and the AGM with others as appropriate
* Chair Committee meetings; ensure a balance is struck between time keeping and space for discussions. Business is dealt with and decisions made. Decisions, actions and deliberations are adequately noted. The implementation of decisions is clearly assigned and monitored
* Ensure adequate support and supervision arrangements are made for staff
* Agree a suitable handover period with your successor, before the term of office finishes

**Qualities:**

* A willingness to lead an organisation
* Tact, diplomacy and powers of persuasion
* Relevant knowledge
* Skills to manage meetings

**Minimum term of office is one year. Annual time commitment is, attendance at: 6 x Trustee Meetings for approximately 2 hours, up to 3 hours weekly for administrative tasks, ad-hoc meetings and charity events.**