



Woking Local Action 21 is looking for a new Chair!

This volunteer role is a great opportunity to learn and develop leadership skills and lead LA21 through exciting times ahead.

The role will include:

- Leading LA21 and chairing the steering group meetings, of which there are four to six a year.
- Co-ordinating LA21 activities, including keeping up to date with individual LA21 projects by liaising with steering group members and attending key project group meetings when possible.
- Being the main point of contact for any business correspondence between LA21 and affiliated organisations. This will involve being the contact point for Woking Borough Council councillors and officers.
- Overseeing all group activity and communications.
- Welcoming new members to the group and maintaining a good rapport with all steering group members and project volunteers. This will also include following up with potential new project volunteers to encourage them to join LA21.
- Assisting in co-ordinating meetings and events throughout the year.
- Ensuring the entire steering group is updated on the outcomes of public meetings and current news and affairs that are of interest to LA21.
- Being the main LA21 spokesperson, holding responsibility for all LA21 actions and decisions.

There is a degree of flexibility in this role and the opportunity to delegate tasks to other members, should it be appropriate. Being the Chair requires an individual who is reliable, dedicated and enthusiastic, with a passion for the local environment and LA21. You must be able to command a group, as well as fit in comfortably with the team, and have the confidence to make vital decisions whilst overseeing all activity. The time commitment for this role is flexible and dependent on individual circumstances, but it is estimated that the role will occupy up to **4 hours a week**, with occasional increased commitment needed when there are meetings.

If you believe this role is for you and you could bring passion and dedication to LA21, please get in touch.

Contact: wokingla21@yahoo.co.uk.