



Cirencester & District  
TALKING NEWS

## **CHAIR OF TRUSTEES – an officer of the Charity VOLUNTEER ROLE DESCRIPTION April 2026**

**The Cirencester & District TN is run entirely by volunteers whose sole purpose is to compile, record, copy and distribute a high quality weekly talking newspaper and magazine.**

This description sheet clarifies what you will be doing, with no contract of employment implied and no legally binding relationship created.

### **FIRST POINT OF CONTACT: The Officers of the Charity**

### **RESPONSIBILITIES:**

- To ensure that the Trustees and advisers work together as an effective team, taking collective responsibility for decisions and actions.
- To ensure that the Charity operates within the law and in accordance with its Constitution and written policies.
- To ensure that the Charity operates effectively, that its activities are planned and that it can provide the services in accordance with its Objects.
- To ensure that the charity has the flexibility to respond to local needs and develop its services appropriately.
- To encourage the recruitment and the efficient use of volunteers with an appropriate mix of skills, knowledge, and experience.
- To act as an ambassador for the charity.
- To chair regular meetings of the Committee.
- To ensure that the Charity Commission is kept up to date with any changes to the charity's details, in co-operation with the Treasurer.
- To undertake such other duties as may be agreed with the committee.

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### **Cirencester & District Talking News**

**Email: [mail@cirencestern.org](mailto:mail@cirencestern.org) | Tel. No. 0744 2600282**

Registered Office: The Old Department Store, 29-35 Market Place, Cirencester GL7 2NX

Website: [cirencestern.org](http://cirencestern.org)

Charity No. 1218012

### **ADDITIONAL POINTS TO NOTE (applicable to all volunteers):**

- New volunteers will be appointed on a probationary basis for up to six months.
- Volunteers may like to familiarise themselves with the Charity's constitution (available on the noticeboard and website).
- Please give as much notice as possible if unable to attend the scheduled volunteering time(s). Please comply with all Health and Safety notices and any other rules posted on the Studio noticeboard.
- Please inform the Secretary to the Trustees of any changes in contact details.
- Volunteers are entitled to vote at the charity's AGM and EGMs. Membership of the charity will automatically lapse if, without good reason and after appropriate approaches, a volunteer has not participated for a period of six calendar months.
- If a grievance or problem arises that cannot be resolved by your First Point of Contact, please refer to the Secretary to the Trustees who will bring it to the attention of all Trustees.

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