

**We are hiring:**  
**Chair, Weston Community Library**

## **Overall Purpose**

The Chair provides leadership to the Trustee Board and helps ensure Weston Community Library remains a thriving, welcoming and sustainable community resource.

Working closely with fellow trustees and volunteers, the Chair helps set the library's direction, supports good governance, and acts as an ambassador for the library within the local community.

## **Main Responsibilities**

- Lead the Trustee Board and chair trustee meetings.
- Help shape the future direction and priorities of the library.
- Ensure the library operates in line with its charitable aims, governing document and legal responsibilities.
- Support effective governance, safeguarding and risk management.
- Work with fellow trustees to ensure the library remains financially sustainable and its resources are used responsibly.
- Support and encourage trustees and volunteers, helping create a positive and collaborative environment.
- Help develop new ideas and opportunities that support the library's sustainability, visibility and community impact.
- Build relationships with local organisations, businesses, schools and community groups.
- Represent and promote the library within the local community.
- Help identify opportunities for fundraising, partnerships and community engagement.
- Act as a point of contact for key stakeholders and support communication between trustees, volunteers and external partners.
- Ensure actions agreed by the Trustee Board are followed through in collaboration with the Secretary.

## **What We're Looking For**

We're looking for someone who:

- Is passionate about supporting their local community.
- Enjoys bringing people together.
- Has good communication and relationship-building skills.
- Is willing to act as an ambassador for the library.

Experience in any of the following would be helpful, but is not essential:

- Charity or trustee governance
- Community engagement
- Education or libraries

## **Time Commitment**

- Around 4 to 6 hours per month on average.
- Trustee meetings approximately 4 times per year.
- Occasional emails, calls and trustee-related tasks between meetings.
- From time to time, there may be opportunities to help shape fundraising ideas, community projects or special events.

## **Why Become Chair?**

This is an opportunity to lead a valued local charity, support a fantastic team of volunteers, and help ensure Weston Community Library continues to serve the community for years to come.

If you are interested please contact [trustees@lovewestonlibrary.org.uk](mailto:trustees@lovewestonlibrary.org.uk) and we will arrange a chat.