

## **Chair, Manchester: *A Certain Future* Stakeholder Steering Group**

<b>Location</b>	<b>Manchester</b>
<b>Contract Type</b>	<b>Voluntary/Fixed Term</b>
<b>Contract Duration</b>	<b>3 years</b>

### **Key Role Descriptors:**

- Chairing steering group meetings.
- Approval of agendas for steering group meetings and oversight of SG forward plan.
- Presenting on behalf of and representing MACF at high-profile events
- Attendance at meetings with secretariat, as required
- Input into MACF conference (approaching key speakers, overview, presenting on progress).
- Approval of annual progress report.
- Approval of funding bids in conjunction with accountable body.

### **Key Competencies and Technical Requirements:**

#### ***Essential:***

- Positive experience of chairing of groups of a similar nature.
- Credible on this agenda
- Able to engage at a senior level, with a broad spectrum of both organisations and opinion
- Have an existing public profile, either through personal name or organisation
- The time commitment for this high profile voluntary position will be between 3-4 days per month.

#### ***Desirable:***

- Well connected with good network
- Time available to be easily accessible
- Experience in setting up of a financial viable organisation
- Credibly address all three sectors – third sector, private sector and public sector
- Good at presentation and communication
- Team leadership and co-ordination: managing the other Chairs of the sub-groups.
- Experiencing in drawing down funding

## MACF Roles for Chair, Vice-Chairs and Sub-Group Chairs

Outline of roles of Chair, Vice Chairs and Thematic Sub-Group Chairs of Thematic Subgroups of MACF Steering Group.

MACF Chair	MACF Vice-Chairs (2)	Thematic Sub-group Chairs
Chairing steering group meetings.	Chairing steering group meetings in absence of the Chair.	
Approval of agendas for steering group meetings and oversight of SG forward plan.	Development of agendas for steering group meetings and SG forward plan, in association with secretariat.	Input into steering group agendas and SG forward plan.
Presenting on behalf of and representing MACF at high-profile events	Presenting on behalf of and representing MACF when Chair cannot attend and at less high-profile events.	Presenting about MACF when Chair cannot attend, at lower profile events, and when the event belongs to the sub-group's topic area.
Attendance at meetings with secretariat, as required	General liaison between SG and Secretariat.	
	Chairing of either the Communications or Governance sub-committee.	
	Chair of Communications: Oversight of updates and blogs to the MACF website prepared by the secretariat and others.	Co-ordination of theme specific updates and blogs for the MACF website.
Input into MACF conference (approaching key speakers, overview, presenting on progress).	Chair of Communications subgroup: Oversight of MACF conference (detailed development by thematic subgroups).	Co-ordination and delivery of theme input into the MACF conference.
Approval of annual progress report.	Vice Chairs jointly: oversight of the pulling together of annual progress reports from all thematic subgroups for Conference. (CoG – coverage and structure to deliver information, CoC – delivery and process )	Preparation of annual progress reports on relevant theme areas (for presentation to Steering Group and to Conference).
Approval of funding bids in conjunction with accountable body.	Chair of Governance: oversight of the development of funding bids by the secretariat. Chair of Communications: assistance to secretariat in preparing cases for funding in relation to communication activities.	Co-ordination and delivery of outline cases for funding to the secretariat.