

Our Mission Statement:

"Working in our district so people with learning disabilities can change their community"



Co-Chair Job Description (Volunteer)

- Job Title:** Co-Chair for Tunbridge Wells District Partnership Group
- Specific Role:** To assist the coordinator and other co-chair in running the Tunbridge Wells District Partnership Group
- Responsible to:** The Governance Group of Tunbridge Wells District Partnership Group
-

Purpose

- To Co-Chair the Governance group meetings
 - To plan and Co-Chair the District Partnership Group meetings
 - Support the coordinator in the running of the District Partnership Group
-

Administration

- Liaise with other District Partnership Group members and outside agencies
 - Assist with correspondence via email/letter/telephone
-

Our Mission Statement:

"Working in our district so people with learning disabilities can change their community"



Main Duties

- Attend the Kent Partnership Group meetings held every two months in Maidstone
- Support the Policies and Guidelines of 'Valuing People Now' as well as local objectives
- To be professional at all times
 - Look smart
 - Be polite to everyone
 - Be responsible for yourself in meetings
 - Keep all dates in a diary
- To keep all confidential papers secure
- To keep an account of hour's worked and authorised expenses incurred
- Regular meeting with the other Co-Chair and the Coordinator
- To attend the Governance Group meeting.
 - To assist with the agenda and collecting of any information that may be required.
- To attend any training that will be relevant to the position of being the Co-Chair