

Key Voluntary Group Committee Member

Role Description



Role Summary

Stroke Association Voluntary Groups provide long-term social and peer support to people affected by stroke. They organise events and meet together to reduce social isolation and rebuild the confidence of members. Committee members organise and ensure the smooth running of the groups, and lead the team of volunteers.

Tasks this role can include:

Voluntary groups are run by a team made up of a Chairperson/Group Organiser, Secretary and Treasurer/Finance. Depending on your role, you will be individually or collectively responsible for some of these tasks:

- Planning and co-ordinating activities for the group to undertake, including inviting speakers, arranging instructors and arranging outings.
- Managing the group's accounts (if required), including producing a monthly report managing petty cash and acting as a cardholder on the group account.
- Chairing meetings, including an annual review meeting, to discuss the management of the group, including taking minutes and circulating agendas.
- Keeping and maintaining membership records, including emergency contact details, and keeping in touch with members through newsletters, phone or email.
- Recruiting and supporting volunteers in the group and working with the local Stroke Association staff to ensure they are supported.
- Responding to any correspondence the group may have, including keeping local Stroke Association staff informed of the activities of the group.

This might be the role for you if:

- You are confident in managing people and taking the lead or have prior experience of doing so in either a voluntary or a professional capacity.
- You have administrative or secretarial skills.
- You have experience of managing a budget.
- You have excellent listening and communication skills.
- You have excellent organisational skills.
- You are computer literate.

The benefits for you:

- An opportunity to enhance your CV and maintain and develop professional skills.
- An understanding and awareness of stroke and its effects and the challenges people face after stroke.
- An opportunity to engage with your local community.
- Meet new people and be part of a vibrant and engaging team.

Support and training provided:

Mandatory Training (Volunteers MUST complete this training to perform the role)

- Stroke Association Volunteer Induction (face to face – one full day).
- Health and Safety for Clubs Groups and Cafes (face to face – one full day).

Additional Learning Opportunities (Further relevant learning you can undertake)

- The ABC's of being a Group.
- How to be a Super Group.
- Group Finances.
- Safeguarding.
- Client Assist.
- Hidden Effects of Stroke.
- Emotional Impact of Stroke.
- Supporting People with Aphasia.
- Personal Safety for Volunteers Webinar.
- Stroke Ambassador Induction Training.

Ongoing Support and Training

- Ongoing and regular training and support as the role requires
- Induction Area on online learning system STAR
- Out of pocket expenses are reimbursed

A Disclosure and Barring Service (DBS), Access NI or PVG check is required for this role.

Stroke Helpline	Website	Phone	Fax	Textphone
0303 30 33 100	www.stroke.org.uk	020 7566 0300	020 7490 2686	020 7251 9096

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