



VOLUNTEER ROLE SPECIFIC STATEMENT

Role Title: **CHAIRPERSON**

YOUR OPPORTUNITY:

You will be required to effectively manage brigade meetings to ensure everyone has an opportunity to have a say of things that effect the objectives of the brigade.

PEOPLE WHO ARE PERFORMING THE ROLE SHOULD BE:

- Community minded.
- Able to work well with other people as part of a team.
- Able to achieve results.
- Willingness to develop a positive culture in your Rural Fire Brigade.

ARE YOU THE RIGHT PERSON FOR THE ROLE?

Mandatory Requirements:

- Eligible to apply for, or hold a Blue Card.
- An Australian Citizen or Resident, or working legally in Australia.

Highly Desirable Requirements:

- You need to have time available to adequately perform all of the functions of the role.
- Ideally you need to have been an active member of the brigade for at least two years.
- You need to have a genuine interest in voluntary community work in general and the objectives of the brigade in particular.
- You need to have the ability to make decisions on principles rather than on personalities and be skilled in resolving conflict.
- You need to be able to demonstrate to other brigade members that you have the personal integrity to deal properly with any potential conflicts of interest.
- You need to be respected within the community.

YOUR DUTIES AND RESPONSIBILITIES:

- Chair brigade and management committee meetings.
- Ensure brigade and management committee meetings are conducted in a proper and orderly manner.
- Ensure that meetings and the administration of the brigade is conducted in line with the Brigade Constitution.
- Strive to continually improve the brigades functioning and administration.
- Represent the brigade at official functions.
- Ensure the income and property of the brigade is used solely in promoting the brigade's objective and not for the benefit of individual members.

ADDITIONAL INFORMATION ABOUT THE ROLE:

- The Chairperson is part of the brigade management committee, along with the First Officer, Secretary and Treasurer.
- The Chairperson is elected by the brigade members at an annual or biennial general meeting or at a special meeting in the case of a casual vacancy.
- The Chair Person should familiarise themselves with, and follow the standards contained within the Code of Conduct for staff and volunteers.

HUMAN RIGHTS STATEMENT:

- The details provided within this role description is compatible with QFES' obligations in relation to the *Human Rights Act 2019* (HRA).