

ROLE PROFILE COUNTY CHAIR



The Role

RDA County Chairs play a vital role in linking RDA Groups with the wider RDA community and leading the development of RDA at a local level, focusing specifically on supporting the operation and management of RDA groups.

Through spending time meeting with groups and building good relations with volunteers, staff, participants and supporters, County Chairs will develop knowledge of RDA in their area and will be able to use this to support groups in sharing ideas, solving problems and planning their future development. This ensures that groups within the county thrive and that there are an increasing number of opportunities for disabled people to access RDA's services.

County Chairs work closely with the Regional team to ensure that all volunteers and paid staff in the county are supported in their roles, are aware of relevant training opportunities and consequently that an excellent experience is maintained for all involved.

Representing RDA UK

The County Chair is responsible for fostering a collaborative culture between volunteers and groups and representing and promoting RDA within their local community.

Internal

- Advocate RDA UK's vision, purpose, values and objectives to groups within the county
- Meet with groups and build good relationships with participants, volunteers and supporters within the county working towards and promoting the guidelines in RDA's Working Together Agreement in all interactions
- Promote RDA resources and encourage the sharing of useful information and best practice between groups

External

- Refer potential new participants and volunteers to suitable groups which meet their needs
- Work with the Regional team in raising awareness of the work of RDA and representing RDA at community events

Supporting RDA Groups at a Local Level

The County Chair works with groups to promote best practice, share learning and ensure volunteers are supported in their roles, particularly when faced with changes or challenging situations.

- Assist Regional Chair in communicating updates and opportunities from RDA UK and supporting groups and volunteers with the implementation of any necessary changes to their processes
- Identify group support needs using the County Chair Checklist and provide advice and guidance in areas such as governance, financial planning, safeguarding, volunteer management, fundraising and other operational functions of the group
- Work with groups to resolve operational and management issues should they arise, liaising with National Office if/when more support is needed
- Manage complaints that have escalated beyond RDA groups to Regional level, as per RDA's Working Together agreement, with the support of the Regional Chair and RDA National Office as required

Enabling Sustainability, Development and Growth

The County Chair works with groups and volunteers to understand their needs and help them plan for the future with the aim of providing an excellent experience led by the needs of participants

Sustainability

- Work with groups to understand where they face challenges and ensure they can access support from RDA UK to maintain their operation and offer a high quality experience for participants
- Identify and mentor volunteers who can support RDA UK both now and in the future

Development

- Work with groups to consider their short-term needs and long-term development plans to expand the opportunities available to participants
- Encourage groups to participate in opportunities and events designed to enrich the participant experience
- Develop the skills and expertise of volunteers within the county by coordinating the organisation of training opportunities relating to the operation and management of groups

Growth

- Inspire groups to consider how they can enable more disabled people to benefit from RDA activities and support the development and delivery of plans that will make this ambition possible
- Support the development of new groups by welcoming them to RDA and linking them to further support within the wider RDA UK network

Method of Appointment:

- The County Chair shall be elected by the member groups in that county.
- Nominations for County Chair may be made by member groups in the county to the Regional Chair.
- Any election of County Chairs shall be by postal ballot or electronic means and each member group in the county shall have one vote.