

MDUK Support Group Chair role description

We understand that a diagnosis of muscular dystrophy changes everything. Every day Muscular Dystrophy UK is urgently searching for treatments and cures to improve lives today and transform those for future generations.

How you will make a difference

MDUK's muscle groups and other support groups reach people through the UK. However it is important to have direct input from people who understand neuromuscular conditions and have direct experience. Support group chairs will have input in to agenda, speakers and organisation of the day and become a community leader at the local group.

Role title: Support group chair

Location: At your local group

Department: Campaigns, Care and Support

Frequency: 3 meetings per year

Minimum period: 2 years

Maximum period: 3 years (can be extended)

Summary of role

What you'll get out of the role:

- Opportunity to become a community leader
- Experience of presentation skills leading a warm and friendly group
- Meet lots of great like-minded people
- Develop organisational skills

What you'll be doing:

- To chair group meetings and shape each meeting's agenda in discussion with MDUK staff.
- Support MDUK staff to publicise group meetings through local connections, encouraging new people with the condition to join forces with the charity.
- Discuss with MDUK staff about attracting a range of speakers for these regional meetings.
- Develop relationships with health and social care professionals in the region, working closely with MDUK staff to increase the number of people with the condition known to the charity.
- Providing a platform for the group to follow up actions from meetings to ensure that local services for our patient group are protected and improved.

What you'll bring:

- Strong communicator- ensure meeting runs smoothly, to time and that everyone gets their chance to speak
- A good listener
- Diplomatic
- Positive and professional
- Reliable and organised
- Broad understanding of muscle-wasting conditions and the work of Muscular Dystrophy UK
- Understanding of GDPR

Commitment to volunteers

What we expect from you:

- enthusiasm and commitment to supporting the work of MDUK
- to maintain and uphold the reputation and good name of the charity
- to listen to, and work co-operatively with paid members of staff and other volunteers – treating all with courtesy and respect
- to take reasonable care of your own health and safety and that of others who may be affected by their actions
- to support the charity's equal opportunities and diversity policy – helping to promote this to all our supporters
- to provide us with feedback on how we can improve your volunteering experience with the charity
- to inform us if your commitment to us, for any reason, can no longer continue

What you can expect from us:

- your main contact will share the *Volunteers' handbook* with you, which will act as a summary of the information within the Volunteer Policy (you can ask for the full policy document if you'd like, too)
- regular email updates on the charity's work
- contact with other volunteers working with MDUK
- your main contact will work with you to provide any support and training you need to fulfil your role
- you can claim back pre-agreed reasonable expenses as per the MDUK expenses policy (which is outlined in your *Volunteers' handbook*)
- insurance cover, while volunteering, under MDUK's public liability insurance, as per the insurance policy (which is outlined in your *Volunteers' handbook*)
- a formal, written procedure for resolving difficulties; if you have a complaint it will be dealt with promptly and fairly.

Other

DBS check: Provided

Safeguarding training: Provided

GDPR training:	Provided
Confidentiality agreement:	Provided
First aid training:	May be offered
Access to internet:	Required