



St. John Ambulance Unit Chair – Birmingham LINKS Role Description

Role Description	Chair – Birmingham LINKS
Responsible to	LINKS Sector Liaison Officer, West Midlands County
Purpose	To manage, develop, motivate and inspire Birmingham LINKS and the Birmingham LINKS Executive Committee

Core Activities within area of responsibility

- 1 Ensure the safety and welfare of members at all times
- 2 To ensure Birmingham LINKS and its members adhere to all St. John Ambulance legal, general and dress regulations
- 3 To liaise with the various LINKS Sector Support Officers
- 4 To regularly consult and listen to the views of members
- 5 To present a summary of the role at the AGM
- 6 Develop and maintain plans to ensure that all relevant responsibilities are met
- 7 To implement and forward the aims and objectives of the Society and of St. John Ambulance
- 8 To preserve and uphold the corporate brand and image of St. John Ambulance

Specialist Activities required of this post

- ◆ To be responsible for all St. John Ambulance activities within the unit
- ◆ To be responsible to the Student Union for the Unit
- ◆ To ensure the smooth running of the Birmingham LINKS Executive Committee
- ◆ To support committee members in their roles, taking any additional responsibility as appropriate at the time
- ◆ To call, write agendas for, and chair committee meetings
- ◆ To ensure action points resulting from committee meetings are implemented
- ◆ To ensure Birmingham LINKS continues to develop through the use of strategic planning
- ◆ To liaise with the National LINKS Committee and submit ideas and thoughts to them
- ◆ To call and chair the Annual General Meeting
- ◆ To be aware of each committee member's portfolio
- ◆ To ensure all roles are carried out adequately
- ◆ To act as an ambassador for St. John Ambulance within the LINKS community, especially Birmingham LINKS, raising awareness of the aims, objectives and activities of the organisation
- ◆ To act as an ambassador for LINKS within the St. John Ambulance community, especially within the West Midlands

Commitment required of this post

- ◆ Approximately 5-10 evenings to attend committee meetings
- ◆ Attendance at the West Midlands Sector LINKS Committee training event
- ◆ Attendance at the termly West Midlands LINKS Sector Meetings
- ◆ Other time to meet the specialist activities of this post