Chair – Mid Devon Messenger

Reports to: The Committee of the Mid Devon Newspaper Association
Direct reports: Vice Chair, Treasurer, Secretary
Time commitment: Approximately 6–8 hours/month, including quarterly committee meetings

Purpose of the Role

The Mid Devon Messenger serves a close-knit community of people who, due to visual impairment or chronic illness, find it difficult to read. For over 43 years we have been providing around 110 listeners with local news, information and entertainment. The charity is supported by around 50 volunteers. In 2025 we were Highly Commended in the BBC's Make A Difference Community Award.

The Chair provides strategic leadership to the charity, ensuring that the organisation fulfils its Constitutional mission. The Chair oversees governance, leads quarterly Committee meetings and the Annual General Meeting, overseeing the election of Officers, and ensures the charity continues on a positive trajectory of sustainable improvement.

Key Responsibilities:

Leadership & Strategy
- Lead on the development and implementation of the charity's long-term vision and strategy.
- Champion the charity's mission, values, and strategic direction across all stakeholders.
- Provide leadership to the Committee of the Association, ensuring effective governance and collective decision-making.
- Line-manage and support the Vice Chair, Secretary, and Treasurer as appropriate.

Governance
- Ensure the charity complies with legal and regulatory requirements.
- Chair quarterly Committee meetings; set agendas in consultation with the Secretary.
- Lead Trustee recruitment and succession planning.

External Relations
- Act as a key ambassador for the charity, nurturing relationships with partners, funders, and the local community.
- Represent the charity at public events, when appropriate.

Operational Oversight
- Support the delivery team and volunteers through strategic guidance and encouragement.
- Act as a sounding board for operational matters, while delegating day-to-day tasks to relevant officers.

Person Specification

- Strong strategic thinking, communication and leadership skills.
- Understanding of charity governance and Committee dynamics.
- Understand the needs of visually impaired people and others no longer able to read.

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