

Chairperson – Job Description

Job Summary

The chairperson provides strategic leadership and direction to the Railway Futures' committee. They are responsible for overseeing the committee's activities, facilitating meetings, and ensuring effective communication among members. The chairperson plays a crucial role in driving our organization's mission, goals, and objectives and represents Railway Futures in external meetings and events.

Responsibilities

Leadership and Strategic Direction:

- Provide visionary leadership and strategic direction to the committee and the organization.
- Collaborate with committee members to develop and implement long-term plans and goals.
- Ensure alignment of committee activities with the organization's mission and objectives.

Committee Oversight:

- Facilitate committee meetings, set agendas, and ensure productive discussions.
- Foster a collaborative and inclusive committee culture.
- Assign tasks and responsibilities to committee members and monitor progress.
- Encourage active participation and engagement from all committee members.

Communication and Collaboration:

- Serve as the primary liaison between the committee and external stakeholders.
- Build and maintain relationships with partners, stakeholders, and other organizations.
- Represent Railway Futures in external meetings, events, and public forums.
- Foster effective communication and collaboration among committee members.

Governance and Compliance:

- Ensure compliance with the organization's bylaws and policies.
- Monitor and address any legal or regulatory requirements applicable to Railway Futures.
- Oversee the annual review and update of the organization's governance documents.
- Facilitate the election or appointment of committee members as per the organization's procedures.

Strategic Partnerships and Advocacy:

- Identify and develop strategic partnerships to support Railway Futures' goals.

- Advocate for the organization and its mission within the rail industry and related sectors.
- Seek opportunities for collaboration with government agencies, educational institutions, and industry associations.

Fundraising and Resource Development:

- Support the committee in fundraising efforts by identifying potential donors and sponsors.
- Engage in donor cultivation and stewardship activities.
- Contribute to the development and implementation of fundraising strategies.

Qualifications

- Strong leadership and strategic thinking abilities.
- Excellent communication and interpersonal skills.
- Experience in committee or board leadership roles.
- Demonstrated ability to build and maintain relationships with stakeholders.
- Knowledge of the rail industry or a strong willingness to learn.
- Familiarity with nonprofit governance principles and practices.
- Ability to commit the necessary time and effort to fulfil the role effectively.