



## **5 Sqn Parent Support Committee**

C/- North Shore Aero Club,  
300 Postman Road,  
Dairy Flat, Auckland 0794  
<http://www.5squadron.org.nz/>

## ***Job Description: Chair***

### **Position Overview:**

The Chairman of the Air Cadet Parent Committee plays a pivotal leadership role, overseeing the committee's activities, fostering collaboration among members, and representing the committee in external engagements. The Chairman ensures effective communication, guides decision-making, and leads the committee in achieving its goals to support the cadet unit's success.

### **Key Responsibilities:**

#### **Leadership and Direction:**

- Provide strategic leadership to the committee, setting a clear vision, mission, and goals aligned with the cadet unit's objectives.
- Guide the committee in making informed decisions that benefit the cadet unit and uphold the committee's purpose.
- Foster a positive and collaborative committee culture that encourages open communication, mutual respect, and teamwork.

#### **Committee Meetings:**

- Plan and organize committee meetings, setting agendas that cover relevant topics, discussions, and decision-making.
- Chair committee meetings, ensuring productive discussions, time management, and adherence to the agenda.
- Encourage active participation and engagement from all committee members during meetings.

#### **External Representation:**

- Act as the primary spokesperson for the committee in external interactions, including meetings with cadet unit leaders, local authorities, businesses, and community partners.
- Present the committee's initiatives, accomplishments, and needs effectively to stakeholders and the broader community.

### **Fundraising Strategy and Oversight:**

- Collaborate with committee members to develop fundraising strategies that align with the cadet unit's financial needs.
- Provide guidance on selecting and planning fundraising events, ensuring their alignment with the committee's mission and values.

### **Communication and Collaboration:**

- Maintain open lines of communication with all committee members, encouraging information sharing and regular updates on activities and progress.
- Collaborate with the secretary to ensure accurate documentation of committee decisions, actions, and meeting minutes.

### **Supporting Committee Members:**

- Offer guidance and support to individual committee members in their respective roles and responsibilities.
- Facilitate problem-solving and conflict resolution within the committee, fostering a positive and respectful environment.

### **Event Coordination and Participation:**

- Participate actively in organizing and coordinating committee events, working closely with event subcommittees to ensure successful execution.
- Lead by example, participating in events such as fundraisers, community outreach, and cadet unit activities.

### **Strategic Planning:**

- Collaborate with committee members to create short-term and long-term plans that align with the cadet unit's growth and needs.
- Monitor progress towards goals and adjust strategies as needed to address changing circumstances.

### **Qualifications:**

- Strong leadership skills and the ability to inspire and motivate others.
- Excellent communication and interpersonal skills.
- Experience in committee or organizational leadership.
- Strategic thinking and decision-making abilities.
- Ability to manage conflicts and facilitate consensus.
- Commitment to the goals and values of the cadet unit and the committee.
- Availability to attend regular meetings and participate in events.