

## **Chairperson (Trustee Role)**

**York House Arts and Youth Centre, Stony Stratford, Milton Keynes**

### **Time commitment:**

Approx. 2–6 hours per month

(Board meetings on the second Tuesday of every month, plus occasional planning or advice as needed)

### **About the Role**

York House is looking for a new **Chairperson** to help lead our charity as we continue to grow and serve the community through arts, youth, and local events.

We're a small, active charity with a big heart. Our trustees work closely together to make sure the organisation stays steady, creative, and community focused. The Chair's role is to guide the Board, support the team, and keep us aligned with our mission and values.

This isn't a figurehead role – it's about leading with warmth, clarity, and steadiness.

You'll help us:

- Keep our meetings purposeful and inclusive
- Stay on track with our strategy and obligations
- Support the staff and volunteers who bring York House to life
- Represent the charity in the community (when needed)

### **What You'll Be Doing**

- Chairing monthly trustee meetings in a fair and balanced way
- Helping the Board stay focused on our long-term aims and responsibilities
- Supporting the Centre Manager (staff lead) as a sounding board
- Making sure decisions are clearly recorded and acted upon
- Encouraging good governance and keeping an eye on legal duties
- Occasionally attending events, partnerships, or community meetings as a representative of York House

### **What We're Looking For**

- Some experience in leading or chairing meetings (in any setting)
- A calm, steady presence – someone who listens well and brings people together
- Familiarity with how charities work (or willingness to learn)
- A belief in what York House stands for – creativity, inclusion, and community

### **Bonus If You Have:**

- Knowledge of charity governance or small charity operations
- Experience supporting arts, youth, or local initiatives
- Previous trustee or board experience (not essential)

### **Why Join Us?**

- Play a key part in shaping the future of a loved local charity
- Use your skills to make a meaningful difference in your community

- Join a warm and friendly team who care about doing good well
- Flexibility and understanding — we know trustees are volunteers too

### **Interested?**

We'd love to hear from you. Just send a short note about your experience and interest, marked **F.A.O Ken Daniels** and **Reference: Chairperson Role**, to:

 [\*\*info@york-house.org.uk\*\*](mailto:info@york-house.org.uk)

If you'd like an informal chat about the role first, feel free to get in touch with Ken at the same address.