**MWiB CoChair Role Description 2025**

**This is a joint role with the opportunity to work to your own strengths and interests/passions as you work alongside your fellow CoChair to lead Methodist Women in Britain. You must be able to respond to situations as they arise and take on broader responsibilities as required. The role is a balance of independent and co-working requiring good communication skills and a reasonable level of IT competency.**

In partnership with the other CoChair you will:

* Lead MWiB, working collaboratively with the Executive Team
* Plan and chair Executive meetings ten times a year, meetings are mainly held on Zoom
* Plan and lead Trustee meetings in February and October
* Plan and lead Trustee & Ambassador meetings on Zoom as required
* Ensure bookings are made for all meetings
* Convene task groups as required to carry out specific activities or organise events e.g. Finance, Swanwick Conference, Mary Bosanquet Lecture; or assign specific responsibilities to individuals or groups
* Organise an annual Executive Retreat

As an individual you will have opportunity to:

* Lead and/or speak at MWiB events across Britain
* Attend and/or speak at the annual Daffodil Day at Methodist Central Hall
* Attend significant national events whenever possible, including Methodist Conference fringe events
* Working in liaison with the Global Relationships Team, and other charities as appropriate, travel to an overseas partnership as a representative of MWiB to build relationships
* Work in partnership with British charities and social justice campaigns, as far as is practical, and in line with MWiB aims and objectives.
* Work in partnership with Connexional teams as far as possible, building positive relationships
* Take a leading role in the Easter Offering writing group
* Attend Epworth Old Rectory AGM meetings once a year

As part of your role you will be expected to:

* Access and respond to emails or phone calls promptly
* Act as a signatory with the Finance Officer to authorise payments etc.
* Write a monthly blog on the MWiB website
* Contribute to the quarterly MWiB newsletter
* Contribute to bimonthly articles in the Methodist Recorder newspaper
* Work alongside the Social Media Co-ordinator to maintain MWiB’s presence on social media
* Work with the Communications Officer to produce an Annual Review
* Work alongside WFMUCW colleagues to promote World Federation events
* Have a good sense of humour!