

The CIPR Group Chair role

Group and Network Chairs play an important role within the CIPR, and we are committed to supporting members who take on these roles to do so to the best of their ability.

Chairs are responsible for:

- Overall leadership and management of their committee and plan of activity for their group. A document containing the Chair and other committee role descriptions can be found [here](#).
- Liaising with HQ staff to share information and ensure activity aligns with the CIPR's [strategy](#), values and operational procedures.
- Representing the CIPR and acting as a spokesperson for your national, regional or sectoral members.
- Acting as point of contact in your national, regional or sectoral community and welcoming new members.
- Liaising with relevant staff and volunteer colleagues to collaborate on national and cross-group initiatives.

How the CIPR supports Chairs

Induction and training:

- An all-volunteer online Induction, via the CIPR's on-demand learning platform.
- A practical online Chair Induction Meeting led by the volunteer team. This will be as a group, or on a 1:1 basis for Chairs taking on the role at different times.
- Chair resources to run your committee meetings and manage your committee members. This includes guidance/a slide deck, and links to a recording of committee management training.
- Quarterly professional development sessions for Chairs on topics suggested by you, and access to recordings of previous sessions.
- Access to free or discounted CIPR training, including limited Chartership places and a special 'volunteer rate' for the CIPR conference.

Ongoing support and communication:

- Quarterly formal Group Chairs meetings led by the President - (compulsory) Chairs or a committee rep must attend to ensure groups are included at governance level.
- Quarterly informal meetings led by the President - (optional) Offers Chairs time to catch up with their fellow Chairs, seek advice and share information.
- Weekly email update from CIPR HQ - Updates from across the CIPR HQ departments if there are actions or information to share.
- WhatsApp Group Chairs discussion group - Provides access to some staff and fellow Chairs if real-time responses are needed.
- Self-serve access to anonymised membership data to help you to represent members of your group and inform your plan of activity.
- Volunteer Hub - Practical resources and guidance to:
 - Manage your committee
 - Run events and communication campaigns
 - Marketing collateral to support promotion of national initiatives such as membership and CPD drives at 'local' level.
- Dedicated assistance from the Volunteer Support team who can be contacted via email or telephone during office hours.