**MWiB Co-Chair Role Description 2024**

* Lead MWiB with Co-Chair, working collaboratively with the Executive Team
* Plan and chair Executive meetings with the Co-Chair ten times a year: these meetings are mainly held on Zoom
* With Co-Chair, plan and lead Trustee meetings in February and October plus additional as required.
* With Co-Chair ensure bookings are made for all meetings and convene task groups (usually comprising Trustees) as required to carry out specific activities or organise events, for example, Finance, Swanwick Conference, or negotiate specific responsibilities with individuals or groups.
* Lead and/or speak at MWiB events across Britain.
* As a representative of MWiB, to travel to at least one overseas partnership during the term of office to build relationships, working in liaison with the Global Relationships Team, and other charities as appropriate.
* Work in partnership with overseas churches, British charities and social justice campaigns, as far as is practical, and in line with MWiB aims and objectives.
* Attend and/or speak at the annual Daffodil Day at Westminster Methodist Central Hall.
* Attend significant national events whenever possible, including Methodist Conference fringe events.
* With Co-Chair organise an annual Executive Retreat
* Contribute to the quarterly MWiB newsletter and to bimonthly articles in the Methodist Recorder newspaper.
* Write a monthly blog on the MWiB website and contribute regularly to email news updates.
* Work with the Social Media Co-ordinator to raise awareness of MWiB’s activities through social media.
* Work with the Communications Officer to produce an Annual Review.
* Act as signatory in conjunction with the Finance Officer to authorise payments, etc.
* Take a leading role in the Easter Offering writing group.
* Attend Epworth Old Rectory AGM meetings once a year.
* Work in partnership with Connexional teams as far as possible, building positive relationships.