



Relay For Life Event Chair Role Profile

Why we need you

Cancer Research UK is seeking committed individuals to take on this exciting role of leading a committee to organise an annual Relay For Life. By leading a Cancer Research UK Relay For Life Committee you will help to raise significant funds for Cancer Research UK's life-saving work to prevent, diagnose and treat cancer more effectively and increase cancer awareness within your community.

The event is focused on a relay where team members take turns completing an activity, whether that be walking laps of a track, through a park or some other challenge, to show that step by step, we're beating cancer. Every Relay For Life includes games and music from local performers, and a Candle of Hope ceremony to give us a moment to reflect and honour everyone affected by cancer.

What will I be doing?

- Recruit, motivate and coordinate key volunteers to work with you on the Relay Committee in a variety of roles.
- Organise and chair committee meetings.
- Oversee the progress of other Chairs and committee members.
- Take responsibility for the delivery of the Relay event in your community to include all key Relay 'standards'.
- Act as the Relay event spokesperson, being available for media interviews and presentations, opening/closing ceremonies as appropriate and for delivering key messages both prior to and on the day of Relay.
- Be on site and available at the Relay for the duration of the event.
- As a representative of Cancer Research UK, you will uphold the vision and purpose of the organisation at all times.
- Communicate regularly with your Cancer Research UK staff contact to discuss progress and any issues that arise.
- Work with other Chairs across the Relay community to help shape the future of Relay.

What skills do I need?

- Excellent organisational and leadership skills.
- Confidence in chairing committee meetings and an ability to delegate tasks to your fellow committee members.
- Confident to speak in public.

- Ability to use resources available to you efficiently – both people and materials
- Excellent diplomacy skills and the ability to resolve conflict quickly and effectively.
- Ability to inspire and motivate others to work hard in their roles.
- You will need to be IT literate and have access to a computer.

How much time do I need to commit?

You will need to chair committee meetings throughout the year and be flexible in your leadership role, meeting with individual committee members and your staff contact as appropriate. You will also need to be present for the duration of your Relay For Life event. The Committee Chair role is a minimum 2-year commitment. Where a committee has been established this would normally be with one year as Committee Vice-Chair and one year as Event Chair.

What support will I be given?

Full training on how to organise Relay For Life will be provided. You will be supported by a member of Cancer Research UK staff who will keep in regular contact with you and have access to materials and equipment to support your event supplied by Cancer Research UK.

What benefits can I expect?

The Relay itself is also a lot of fun and a great way to meet, make friends and network with people in your community. It is also a great way to practice your skills and learn new ones whilst helping Cancer Research UK to raise money to fund science across the UK.

You will play a major role in making the event a success through the recruitment of your committee and in driving the development of the event with enthusiasm and ambition. Being a Relay Chair will give you a great opportunity to network and forge connections with other Chairs across the Relay community, as well as other supporters of Cancer Research UK in groups and committees across the country.

Where will I be based?

Much of the preparatory work involved in Relay can be completed from home, although attending committee meetings and liaising with key players will require being 'out and about' in the community. Depending on what works best for your Relay and your community, the Relay event can take place in a stadium, park or field and can be up to 24 hours long.

Every Relay, every team, every Survivor and every pound raised is helping bring about a world where everybody lives longer, better lives free from the fear of cancer.

