

CHAIRPERSON ROLE DESCRIPTION

The Chairperson ensures that the charity's management committee functions properly, that there is full participation at meetings, that all relevant matters are discussed and that effective decisions are made and carried out, as follows.

Overall

- Leading the committee and the organisation to enable it to fulfil its purpose.
- To ensure an effective relationship between:
 - the committee and the staff/volunteers
 - the committee and the external stakeholders/community
- Acting as a spokesperson and figurehead as appropriate.
- To supervise and support the head of staff.

Specifically

- Plan and prepare the committee meetings and the AGM with others as appropriate.
- Chair committee meetings ensuring:
 - A balance is struck between time-keeping and space for discussions.
 - Impartiality and objectivity is maintained in meetings and decision-making.
 - Business is dealt with and decisions made.
 - Decisions, actions and deliberations are adequately minuted.
 - The implementation of decisions is clearly assigned and monitored.
- Ensure adequate support and supervision arrangements are made for the head of staff and any other staff/volunteers directly managed or reporting to the committee.
- Ensure that a successor is found before the term of office finishes.

Qualities

- A willingness to lead the organisation, good leadership skills.
- Good communication and interpersonal skills.
- Good time-keeping.
- Possesses tact, diplomacy and powers of persuasion.
- Impartiality, fairness and the ability to respect confidences.
- Possesses relevant knowledge of organisation and people management.
- Has the relevant skills to run a meeting well.