



## **The Role of the Chair/Vice-Chair**

The Vice-Chair's role is to support/represent the Chair as required for any of the duties contained in this document.

The Chairperson has a strategic role to play in representing the vision and purpose of the association. They ensure the group runs effectively and that the constitution is adhered to.

The Chair's tasks include:

### **Ensuring the group runs effectively:**

- To plan and run meetings in accordance with the Constitution.
- To ensure matters are dealt with in an orderly, efficient manner.
- To bring impartiality and objectivity to meetings and decision-making.
- To facilitate change and address conflict within the Committee.
- To plan for recruitment and election to the Committee.
- To co-ordinate the committee to ensure responsibilities for meeting the aims of the group are shared.
- To co-ordinate events/activities the group decide to host.
- Making sure the organisation is adequately insured.

### **Representing the group:**

- To communicate effectively the vision and purpose of the group.
- To advocate for and represent the group at external meetings and events, with the prior knowledge of the Committee, ensuring feedback is given to all who request it.
- To be aware of current issues that might affect the group.

## **Chairing Meetings**

### **Before the Meeting**

- Plan the agenda with the committee, especially the Secretary. Include items suggested by other members. Decide the order and timing of the agenda, and who will introduce each one.
- Ensure all necessary background papers (including the last meeting's minutes) are sent out with the agenda beforehand.

- Check with staff that all relevant practical arrangements have been made, e.g., room layout, visual aids, etc.

### **During the Meeting**

#### **1. Communicate**

- Start the meeting. Welcome any new members. Make any necessary introductions.
- Receive apologies for absence.
- Ensure that additions or amendments to minutes are recorded.
- Set the scene. State the objectives of the meeting and each item.

#### **2. Control**

- Set out any time limits and keep to the agenda.
- Ensure quorum is present.
- Ensure that proper minutes are taken.
- Draw out quieter members and make sure all participations have the opportunity to speak if they wish.

#### **3. Clarify**

- All points should be summarised fairly.
- Ensure everyone understands what is being discussed, clarify jargon and abbreviations.

#### **4. Decision Making**

- Ensure that decisions are taken in the context of the group's aims and that they are recorded, together with who is going to implement them.

### **At the End of the Meeting**

- Summarise decisions taken and action points to be followed up e.g., who's responsible, by when.
- Agree a date for the next meeting - it is usually best to set dates for the year's meetings well in advance.
- Agree what special items will be put on the agenda of the next meeting and what work needs to be done, by whom etc.
- Ensure that the minutes are written up, checked by the Chair, and sent out in good time.