



Chairperson Guiding Document

Executive Committee Chairperson Duties and Responsibilities

1. Role description

The chairperson has a strategic role to play in representing the vision and purpose of the club. The chairperson ensures that there is a functioning executive committee and the relevant sub-committees, that there is full participation at meetings, and that all relevant matters are discussed and that effective decisions are made and carried out. The chairperson's role can be broken down into five (5) sections:

1.1 Ensure the executive committee functions properly

- 1.1.1 To plan and run meetings in accordance with the constitution.
- 1.1.2 To ensure matters are dealt with in an orderly, efficient manner.
- 1.1.3 To bring impartiality and objectivity to meetings and decision-making.
- 1.1.4 To facilitate change and address conflict within the committee.
- 1.1.5 To review committee members' performance and skills.
- 1.1.6 To plan for recruitment and renewal of the executive committee.

1.2 Ensure the club is managed effectively

- 1.2.1 To liaise with the executive committee as appropriate, to keep an overview of the club's affairs.
- 1.2.2 To co-ordinate the executive committee to ensure responsibilities for particular aspects of management (i.e. personal matters, finance control, etc...) are met and specialist expertise is employed as required.
- 1.2.3 To facilitate change and address conflict within the club, liaising with the vice chair to achieve this.

1.3 Provide support and supervision to the committee

- 1.3.1 To help the various officers accomplish their objectives.
- 1.3.2 To ensure a consensus is reached in light of incidents or conflicts.

1.4 Represent the club

- 1.4.1 To communicate effectively the vision and purpose of the club.

- 1.4.2 To advocate for and represent the club at external meetings and events, where applicable.
- 1.4.3 To be aware of current issues that might affect the club.

1.5 Qualities and skills required

- 1.5.1 Good leadership skills.
- 1.5.2 Good communication and interpersonal skills.
- 1.5.3 Impartiality, fairness and the ability to respect confidences.
- 1.5.4 Ability to ensure decisions are taken and followed-up.
- 1.5.5 Good time keeping.
- 1.5.6 Tact and diplomacy.
- 1.5.7 Understanding the roles and responsibilities of the executive committee and its officers.
- 1.5.8 Experience of organizational and people management.
- 1.5.9 The role of chairperson requires an estimated commitment of approximately 2 hours per week.

2. Responsibilities

- 2.1 The chair must ensure that a working committee is present.
- 2.2 The chair must understand the purpose and objective of the club.
- 2.3 The chair must be well informed of the occurrences at the club.
- 2.4 The chair must ensure that each committee member does the best job they can and provide support where needed.
- 2.5 The chair must understand the committee's goals and objectives as well as those of the club.
- 2.6 The chair must guide the committee in long and short term planning.
- 2.7 The chair must work closely with the finance officer to ensure the financial stability of the club.
- 2.8 The chair must delegate responsibilities to committee members.
- 2.9 The chair must recognize conflicts and disagreements and use problem-solving skills to deal with them.

3. Duties

3.1 During meetings, the chair:

- 3.1.1 Welcomes the meeting's members and controls the meeting.
- 3.1.2 Is addressed by the committee and ensures that a consensus is reached.
- 3.1.3 Paces the meeting and ensures it does not exceed the time set.
- 3.1.4 Remind members what they have achieved and thanks them for their contributions at the end of the meeting.
- 3.1.5 Must arrange the time and date for the next meeting.
- 3.1.6 Must ensure that everyone has a turn to speak and be heard.
- 3.1.7 Must ensure that the secretary keeps a record of all decisions in the minutes.

3.2 In between meetings, the chair:

- 3.2.1 Must know of all the work the committee is doing and stay well informed about all matters that may arise.
- 3.2.2 Must keep in touch with other committee members and how their work is coming long, which means supporting people, not ordering them about.
- 3.2.3 Must meet with the secretary to arrange and draw up the agenda to be discussed at meetings and ensure minutes are properly drafted and issued prior to the next meeting.