

Job Description for a Chair

Add these specific elements to the standard template

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.

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.
 - Business is dealt with and decisions made.
 - Decisions, actions and deliberations are adequately minuted.
 - The implementation of decisions is clearly assigned and monitored.
- Ensure that a successor is found before the term of office finishes.

Qualities

- A willingness to lead the organisation
- Possesses tact, diplomacy and powers of persuasion.
- Possesses relevant knowledge
- Has the relevant skills to run a meeting well.