



Chair Duties and Responsibilities

The Chair

The role of the Chair extends well beyond drawing up the agenda and Chairing the meetings of the board of Trustees. The Chair has to take a leadership role in ensuring that the board of Trustees fulfils its responsibilities for the governance of the organisation and is working closely with the organisation's staff in achieving the aims of the organisation and acting as the channel of communication between the Trustees and staff.

The responsibilities of the Chair will include:

- providing leadership for the board of Trustees in their role of setting the strategy and policy of the organisation planning, the annual cycle of board meetings, setting agendas for board meetings and chairing meetings
- monitoring that decisions taken at meetings are implemented, representing the organisation at functions and meetings, acting as a spokesperson as appropriate, liaising with the organisation's staff to keep an overview of the organisation's affairs and providing support and leading the process of appraising the performance of staff.
- sitting on appointment and disciplinary panels

Person specification for a Chair

In addition to the qualities needed by all Trustees, the Chair should possess the following:

- leadership
- experience of committee work
- tact and diplomacy
- good 'people' skills
- impartiality, fairness and the ability to respect confidences
- knowledge of the type of work undertaken by the organisation
- a wider involvement with the voluntary sector and other networks

The Vice-Chair

The Vice-Chair acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair.

Planning Meetings

- Set the agenda in consultation with the Secretary and others
- Ensure that the agenda, minutes of previous meeting and any other papers are sent out prior to the meeting



Small Groups Support Document – Chair Duties & Responsibilities

- Ensure that all the committee know the dates, times and venues of meetings, as far in advance as possible

Running Meetings

- Ensure that the meeting starts and finishes on time
- Ensure the meeting is quorate
- Ensure everyone gets an opportunity to contribute their views
- Keep order in the meeting
- Conduct votes if necessary
- Use a casting (second) vote if necessary, if this is allowed in your governing document
- Rule on any disputes about the constitution
- Be alert to potential conflicts of interest

Representing the Organisation

- Be a spokesperson for the management committee and figurehead for the organisation
- Represent the organisation at external meetings

Governing the Organisation

- Monitor decisions and action plans and ensure they are implemented by the committee
- Supervise the senior members of staff