

Appointment of members and officers: role descriptions

ROLE DESCRIPTION FOR THE CHAIR

In addition to the general responsibilities of a member, the duties of the Chair include the following.

- Providing leadership to the association and the committee by ensuring that everyone remains focused on the delivery of the association's charitable purposes to provide greater public benefit
- Chairing and facilitating committee meetings
- Giving direction to board policy-making
- Checking that decisions taken at meetings are implemented
- Representing the organisation at functions and meetings, and acting as a spokesperson as appropriate
- Bringing impartiality and objectivity to decision-making
- Planning the annual cycle of board meetings and other general meetings where required, for example annual general meeting
- Setting agendas for board and other general meetings
- Supporting and developing the committee members including induction, training, appraisal, and succession planning
- Addressing conflict within the committee and within the organisation
- If necessary, appointing a vice-chair to act for the chair when the chair is not available and undertake assignments at the request of the chair.

Person specification

In addition to the person specification for a member, the chair should have the following qualities.

- Leadership skills
- Experience of committee work
- Tact and diplomacy
- Good communication and interpersonal skills
- Impartiality, fairness, and the ability to respect confidences.

In most circumstances, it would also be desirable for the chair/vice-chair to have knowledge of the type of work undertaken by the organisation and a wider involvement with the voluntary sector and other networks.