



Who is the Chairperson and what do they do?

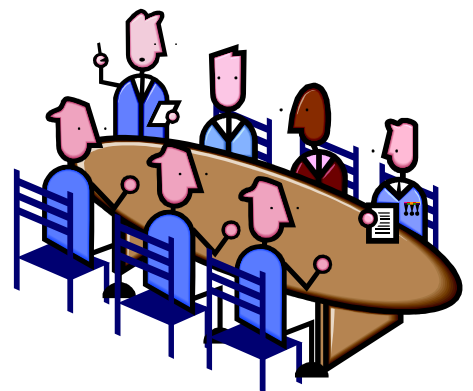
Main Duties of a Chair

1. Being a committee member/trustee with joint overall responsibility for the group/charity
2. Planning and running the organisation meetings
3. Dealing with matters relating to the membership other officers and users
4. Supervising senior staff
5. Helping with the management of the organisation
6. Other duties

The only Legal duty of a chair is to chair meetings which include the AGM, any other members' meetings and any committee meetings

Planning meetings involves

- ✓ Ensuring the organisation hold the meetings required by its constitution
- ✓ Helping plan agendas for each meeting
- ✓ Checking the minutes of previous meetings and ensuring that any background papers are distributed beforehand
- ✓ Knowing about each item on the agenda
- ✓ Ensuring that outstanding matters are followed up





Running meetings involves

- ✓ Ensuring the meeting is quorate (having the necessary number of people present for decisions to be allowed to be made)
- ✓ Gaining agreement on the minutes of the previous minutes and then signing them
- ✓ Making sure all relevant items on the agenda are discussed
- ✓ Ensuring all participants who wish to do so have the opportunity to make a contribution
- ✓ In a large meeting deciding who is chosen to speak
- ✓ Making sure voting procedure is complied with
- ✓ Clarifying key decisions that are made
- ✓ Ensuring proper minutes are taken
- ✓ The person who is chairing the meeting usually shall have a casting vote in addition to any other vote he/she may have.

Dealing with matters relating to the membership involves

- ✓ Ensuring that members' rights as stated in constitution are met
- ✓ Helping to deal with disciplinary action against members and other officers
- ✓ Helping to deal with disputes between members, users and the organisation

Supervising senior staff

The chair is often responsible for supervising and supporting the work of the senior member of staff



Helping with the management of the organisation

This involves; -

- ✓ Making decisions and taking action between committee meetings (taking chairs action) if this is allowed in the constitution or has been authorised by the committee
- ✓ Acting as a sounding board for senior staff
- ✓ Signing cheques and liaising with the treasurer
- ✓ Helping to deal with any staff problems
- ✓ Assisting in staff recruitment

Other Duties

The chair person may also act as a spokesperson for the group which could include:

- ✓ Representing the group at external events
- ✓ Liaising with the press
- ✓ Taking an active role in fundraising.

This guide is produced as an introduction and is no way meant to cover the full range of duties of responsibilities that this post entails.
For further Information

www.ncvo-vol.org.uk/

www.charity-commission.gov.uk/

Voluntary but not Amateur by R Hayes and J Reason