

# Roles of CHAIRPERSON

Chairing is a key role on any voluntary Committee. The Chairperson must ensure the Committee functions properly, that there is full participation during meetings, that all relevant matters are discussed and that effective decisions are made and carried out.

Chairing a large organization requires diplomacy and leadership at a high level. The Chairperson must manage a variety of issues, including delegation of the committee's business in a consistent manner while navigating conflict with core guiding principles; setting impactful personalities aside to conduct effective business.

## **Main duties of the chairperson**

The responsibilities of a Chairperson can be summarized under five areas:

### **To provide leadership**

The overarching role of the chairperson is to provide leadership; they must be an effective strategist and a good networker.

### **To ensure the Committee functions properly**

The Chairperson is responsible for making sure that each meeting is planned effectively, conducted according to the by-laws and constitution and that matters are dealt with in an orderly, efficient manner. The Chairperson must make the most of all his/her committee members, building and leading the team. This also involves regularly reviewing the Committee's performance and identifying and managing the process for renewal of the Committee through recruitment of new members.

The Chairperson must be prepared to stand in lieu of any vacant role by an absent committee member or appoint an appropriate replacement. The Chair must take necessary action to fulfil any vacant role inside the committee after an established number of excused absences have been met.

### **To ensure the organization and its business is managed effectively**

The Chairperson must conduct its regularly scheduled business meetings in a formal and organized fashion, utilizing best practices with the Roberts Rule of Order format

The Chairperson must co-ordinate the Committee to ensure that appropriate policies and procedures are in place for the effective management of the organization, is continuously aligned with any associated organizations policies and not in conflict with its parent organizations policies (when acting as a sub-committee).

### **To provide support and supervision to the parent organization and senior team**

The Chairperson will often be the direct line manager for the chief officer (the most senior staff member) of its parent organization or company.

### **To represent the organization as its figurehead**

The Chairperson may from time to time be called upon to represent the organization and sometimes be its spokesperson at, for example, functions or meetings.