

Role Description - Chairperson

The Role

The role of Chairperson extends beyond chairing the meetings of the management committee. The Chair has the key leadership role, ensuring that the committee fulfils its responsibilities for the governance of the organisation, working closely with the employees (where there are any) to achieve the aims of the organisation and acting as the main channel of communication between the committee and the staff.

The Chairperson generally acts as a figurehead of the organisation, representing it at events, meetings and in the press when required. Other duties include authorising action to be taken between meetings of the full board, signing cheques and executing legal documents.

Job description

The role of the Chair is to lead the management committee, ensuring it meets its responsibilities for the governance of the organisation. The Chair's role is also to work in partnership with the employees, and to develop a positive relationship between the board of Trustees and the staff.

Main responsibilities of the Chair will include:

- provide leadership for the committee in their role of setting the strategy & policy of the organisation, planning the cycle of meetings, setting agendas & chairing meetings
- monitoring decisions taken at meetings are implemented, representing the organisation at functions and meetings and acting as a spokesperson as appropriate
- liaising with the employees and providing support as appropriate,
- sitting on appointment and disciplinary panels

Person specification for a Chair

In addition to the qualities needed by all committee members, the Chair should also possess the following:

- leadership experience
- experience of committee work
- good 'people' skills
- impartiality, fairness and the ability to respect confidences

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