



Role of the Chairperson

The Chair provides leadership for the Committee, sets the agenda for meetings and manages the meetings in line with the agenda.

The Chair should ensure that issues are properly debated and an agreement reached. He/she should maintain order whilst encouraging debate and letting everyone have their say. This is particularly important for new committee members who may at first feel awkward speaking up.

From time to time personality clashes may arise. In these circumstances the Chair should remain impartial, calling the meeting to order without upsetting the parties involved and make sure that the committee's decisions are not hindered in any way.

The Chair will work closely with and support the other officers to ensure the Committee runs smoothly and efficiently, fostering a good working relationship with the member clubs. As a committee officer, the chair is one of the authorised cheque signatories.

Summary:

- Provide leadership .
- Foster good relationships with the member clubs and attend events whenever possible.
- Set the agenda for meetings and ask for apologies for absence.
- Follow the agenda and keep meetings under control.
- Sign the approved minutes of the last meeting.
- Close the committee meetings.
- Write the Chair's annual report.
- Sign cheques for the SWCA with one other officer.
- Welcome and involve new members.