

Job Description for a Chairperson

Job title: Chair of _____

The role of the Chairperson (chair) is to lead the Committee, ensuring that it fulfils its responsibilities for the governance of the organisation, to work in partnership with the management team in their respective roles, helping them achieve the aims of the organisation; and to optimise the relationship between the Committee and Officers. The Vice-chairperson acts for the chair when the chair is not available and undertakes assignments at the request of the chair. The responsibilities of the chair as well as those listed in the [Chairperson's guide](#) will include:

- Providing leadership for the Members, enabling the Committee to act strategically to meet both policies and priorities, keeping in mind the terms of reference of the committee;
- To identify training needs for your committee as appropriate and ensure mandatory courses are attended.
- Delivering the annual cycle of meetings for your Committee, and any ad-hoc extraordinary requirements that are required to dispose of efficient business;
- To liaise closely with the Committee clerks about dates, arrangements and agendas for Committee meetings, including attending agenda meetings and reviewing order of items, improving the agenda and requesting additional information;
- To build knowledge of the Constitution, procedure rules, Committee Terms of Reference and appropriately exercise these in Committee meetings
- To receive and digest digital information sent by officers, and agenda packs, primarily through the Mod.Gov system
- To have live liaison (at Committee meetings) with Committee clerks and wider officers involved in the meetings through MS Teams on your device
- To attend a Chairperson meeting and share learning and updates across committee Chairs to be scheduled as required.
- To have a good understanding of the Members' Code of Conduct and highlight any potential issues to the Monitoring Officer that arise from your Committee. (notwithstanding that all members have a responsibility to declare their own interests)
- Chairing and managing order in your Committee meetings;
- Monitoring that decisions taken at meetings are implemented, including any actions that come out of the meeting;
- To ensure an effective relationship between the Committee and Officers. Where appropriate to have meetings with officers, to gain further information on agenda items.
- To handover prompts and meeting information and arrange cover with your vice-chair where necessary
- To handover committee knowledge, including outstanding/ ongoing issues, to incoming Chairpersons when you exit your role
- To attend outside working bodies/group that are associated with the terms of reference for the committee and to represent the council. To gain knowledge and

information that can be given to committee members and the rest of the council. Ensure along with officers that are present that minutes from the working group are filed at MDC

- To attend internal working groups that are associated with the terms of reference for the committee. To ensure that key information from working groups is fed to the committee.

Signed: _____

Date: _____

Helpful Hints At the meeting:

- The chair should start the meeting on time and keep to time limits, nevertheless allowing reasonable time for each item on the agenda. Constitutionally, a 2.5 - 3 hour maximum limit is recommended.
- To prepare a personal chairmans note to facilitate the meeting, and to ensure that you understand the recommendations, and which officers will be contributing at the meeting.
- Encourage your committee members to approach officers ahead of the meeting and give a good idea of specific/ detailed questions that may come up, so that officers are able to provide thorough updates and deal with the business of the committee in the meeting
- Inform the Committee of any key information provided between meetings.
- Follow the information and guidance provided by Committee clerks and monitoring officer.
- To use MS teams chat during the meeting to send and receive messages from Committee Clerk and other officers
- Facilitate discussion during the meeting, encouraging all Members to participate in the decision-making process. To control members input to ensure that a member does not dominate the meeting. To ensure that any contribution is relevant to the discussion and control any repetition of points from members.
- To bring in officers to provide clarification and additional information for members during the discussion.
- Bring items on the agenda to a conclusion by a brief review of points (this may involve inviting specific proposals or decisions from the Committee).
- If a vote has to be taken, to clarify the voting procedure and enact this procedure (in the event of a tie the chairperson may have the casting vote).
- Inform the Committee of any developments, e.g. correspondence has been received or sent on the behalf of the committee, consultation responses or good news.
- If the meeting is being held via teams, to be able to understand the functions of the software, how chat functions and the sequence of raise hands.