

ROLE OF THE CHAIRPERSON

The chairperson's main role is to lead and guide the organisation, ensuring effective management and strategic direction. This volunteer position involves overseeing meetings, facilitating communication among members, and representing the organisation to external parties. The chairperson's role requires strong leadership skills, impartiality, and the ability to motivate and unify the group to achieve its objectives.

What are the main responsibilities?

Main Responsibilities include:

- Leading committee meetings and the Annual General Meeting.
- Setting the agenda for meetings in consultation with other committee members.
- Ensuring that meetings run smoothly and efficiently.
- Encouraging participation and ensuring all voices are heard.
- Mediating conflicts and making sure decisions are reached fairly and democratically.
- Representing the organisation in public and acting as a spokesperson.
- Liaising with external stakeholders and partners.
- Overseeing the implementation of decisions made by the committee.
- Ensuring the secretary and treasurer are supported in their roles, providing vetting of communications and accounting records.
- Ensuring the organisation and its members complies with its constitution and regulations.

What does the Chairperson need to do?

- Be a good communicator and listener.
- Be able to remain impartial and objective.
- Be organized and capable of setting and sticking to agendas.
- Be willing to encourage participation and facilitate inclusive discussions.
- Be able to make decisions and provide direction when needed.
- Be comfortable representing the organisation in public and dealing with media or stakeholders.
- Be proactive in ensuring the organisation's objectives are met and any issues are addressed promptly.

The chairperson is responsible for a range of critical leadership tasks. These include leading committee meetings and the Annual General Meeting, setting meeting agendas, and ensuring that discussions are productive and decisions are made democratically.

The chairperson must also represent the organisation to external parties, ensuring effective communication and public representation. They play a key role in mediating conflicts and ensuring compliance with the organisation's constitution.

What should meeting agendas look like?

The organisation should have well-structured meeting agendas to ensure efficient and productive meetings. Agendas should include the date, time, and location of the meeting, a list of attendees, and a detailed list of discussion items.

Example:

- Date: 15th July 2024
- Time: 7:00 PM
- Location: Community Hall
- Attendees: Chairperson, Treasurer, Secretary, Committee Members
- Agenda Items:
 1. Welcome and Apologies
 2. Approval of Previous Meeting Minutes
 3. Treasurer's Financial Report
 4. Discussion on Upcoming Events
 5. Membership Recruitment Strategies
 6. Any Other Business
 7. Date of Next Meeting

What should treasury details look like?

Example:

Date: 15th July 2024

Description: Leaflet printing for Monthly Meeting

Income/Expense: Expense

Amount: £50.00

Payment Method: Bank Transfer

Category: Printing Expenses

Notes: Payment for July's monthly meeting literature and postage.

What about external representation?

The chairperson should represent the organisation to external parties such as local councils, other community groups, and the media. They should be prepared to speak on behalf of the organisation, explaining its mission, goals, and activities. Good public speaking and interpersonal skills are essential for this aspect of the role.

What about supporting documentation?

The chairperson should ensure that all decisions and discussions are well-documented and filed appropriately. Minutes of meetings and any accounts provided by the treasurer, should be accurately recorded and distributed to all members in a timely manner by the secretary, after verification by the chairperson. This helps maintain transparency and accountability within the organisation.

ROLE OF THE VICE CHAIRPERSON

The vice chairperson's main role is to support the chairperson in leading and guiding the organisation, ensuring effective management and continuity of leadership. This volunteer position involves assisting with meetings, facilitating communication among members, and stepping in for the chairperson when needed. The vice chairperson's role requires strong leadership skills, flexibility, and the ability to work collaboratively to achieve the organisation's objectives.

Main Responsibilities

- Assisting the chairperson in leading committee meetings and the Annual General Meeting.
- Standing in for the chairperson in their absence, including leading meetings and representing the association.
- Supporting the chairperson in setting the agenda for meetings in consultation with other committee members.
- Ensuring that meetings run smoothly and efficiently in the chairperson's absence.
- Encouraging participation and ensuring all voices are heard.
- Assisting in mediating conflicts and ensuring decisions are reached fairly and democratically.
- Representing the organisation in public when the chairperson is unavailable and acting as a spokesperson.
- Liaising with external stakeholders and partners alongside the chairperson.
- Supporting the implementation of decisions made by the committee.
- Ensuring the association complies with its constitution and regulations alongside the chairperson, or in their absence.

What does the Vice Chairperson need to do?

- Be a good communicator and listener.
- Be able to support the chairperson impartially and objectively.
- Be organized and capable of assisting with setting and sticking to agendas.
- Be willing to encourage participation and facilitate inclusive discussions.
- Be able to make decisions and provide direction when needed, and in the chairperson's absence.
- Be comfortable representing the organisation in public and dealing with media or stakeholders when required.
- Be proactive in ensuring the organisation's objectives are met and any issues are addressed promptly.

The vice chairperson is responsible for a range of supportive leadership tasks. These include assisting in leading committee meetings and the Annual General Meeting, supporting the chairperson in setting meeting agendas, and ensuring that discussions are productive and decisions are made democratically in the chairperson's absence. The vice chairperson must also represent the organisation to external parties when the chairperson is unavailable, ensuring effective communication and public representation. They play a key role in supporting conflict mediation and ensuring compliance with the organisation's constitution.