

The Responsibilities of the Chair

- To ensure that the Association works to further its stated aims within the Constitution.
- To confer with the secretary as to the business to be discussed at a meeting in order to plan the agenda.
- To check with the Secretary that all documentation has been distributed to members and visiting speakers in good time for meetings and in accordance with any agreed timetable.
- To welcome members to meetings and to ensure that a quorum as defined in the Constitution is present before the start of the meeting.
- To welcome and thank any visiting speakers.
- To ensure that business is conducted in accordance with the agenda.
- To ensure that business is conducted in accordance with the Constitution.
- To enforce any procedural rules if necessary.
- To encourage everyone to participate by creating a safe environment where they can express their views.
- To make sure that everyone who wants to speak can speak, reminding them to do so 'through the Chair' if more than one person is speaking at a time.
- To clarify issues for members at the end of a discussion about an item on the agenda in order to help members move towards a decision before they vote.
- To know the rules of the Association in the case of a 'proposal' or 'motion' being put to the meeting.
- To organise a vote on any decision being taken ensuring that the proposer and seconder and the number of votes 'for', 'against' and abstentions are recorded.
- To conclude each agenda item by stating the decision of the members.
- To assist the Secretary with the wording of the Minute recording the decision of the committee.

- To ensure that any follow up action is carried out in good time for the next meeting.
- To adjourn the meeting or any item on the agenda if necessary in accordance with the Constitution.
- To ensure that the committee functions as a working team encouraging and building up good personal relationships between members and helpers.