

# STYLES HOUSE TMO

The TMO Office, Styles House, Hatfields, London SE1 8DF

## **RESPONSIBILITIES AND DUTIES OF A COMMITTEE CHAIRPERSON**

The role of Committee Chairperson requires work between meetings, chairing meetings, following up on meeting actions and working with staff. Chairing a Sub Committee requires the use of diplomatic and leadership skills.

The responsibility of a Sub Committee Chairperson is to ensure your **Committee functions effectively by:-**

- 1) Devoting sufficient time to the work of the Sub Committee and organising regular meetings.
- 2) Making use of all his/her Sub Committee Members and “leading the team”.
- 3) Ensuring meetings are well-prepared and planned effectively. The Sub Committee Chairperson is responsible for ensuring committee agendas, minutes or decision sheets and other relevant papers are distributed in a timely way before each meeting. All Committee Members should have sufficient time to read the papers.
- 4) Setting clear objectives for the Sub Committee and regularly reviewing the terms of reference for your Sub Committee.
- 5) Reviewing risks that relate to the work of your Committee
- 6) Taking responsibility for the management of a budget and reporting back to the Board on any budget that the Board may choose to delegate to the Committee. This includes ensuring all expenditure is documented and accounted for in TMO records.
- 7) Ensuring meetings are conducted according to the constitution (or Management Agreement) and that matters are dealt with in an orderly, efficient manner.
- 8) Controlling committee meetings - you should ensure people speak, feel involved and contribute and that the knowledge of all Sub Committee Members is used.
- 9) Ensuring meetings are well run, not too long, stick to the point, vital matters are covered and clear decisions are reached, recorded and acted on.
- 10) Ensure that the business to be considered is appropriate for the Sub Committee.
- 11) Regularly reporting back on the work of the Sub Committee to the Board and TMO Chairperson and whenever necessary ask in advance for Board approval for expenditure and other decisions.
- 12) Identifying gaps in your knowledge and the knowledge of other Sub Committee Members and finding ways to fill those gaps through discussion, mentoring and training events.
- 13) Identifying how the work of the Sub Committee and the TMO can be improved by regularly reviewing the Sub Committee’s performance.
- 14) Identifying and managing the process for renewal of the Sub Committee in accordance with the TMO Rules, including the provision of new Sub Committee Members and training and developing existing Sub Committee Members.

**I, the undersigned** acknowledge and accept the role of Committee Chairperson and in doing so, fully accept to abide by these duties and responsibilities to the best of my capabilities.

Signed

Dated