

## STYLES HOUSE TMO

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Title: Role of the Chair

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### **The Chair's Role**

1. The Chair is the guardian of the democratic processes of the Organisation. It is their responsibility to consider the issues facing the Organisation and how they should best be democratically determined. The Chair should consider whether the agreed procedures of the Organisation are adequate in protecting the rights of individual members and the concerns of the membership as a whole.
2. The Chair shall have all those responsibilities defined in the Rules and in Standing Orders of the Organisation, and shall remain responsible for the actions of anyone to whom they may be delegate any such responsibilities. Anyone to whom the Organisation in committee, Sub-committee, to general meeting, shall delegate responsibilities of the chair, shall be governed by the same Rules and Standing Orders while they carry out their duties.

### **Chairing meetings**

3. In chairing meetings the Chair (whether the Chair of the TMO or any other person elected for the purpose) should ensure that:
  - a) The time for the meeting is one that members could reasonable be expected to attend, and that the place of the meeting is of suitable size, accessible to members, sufficiently comfortable, conducive to effective discussion and involvement of members, and that the place is prepared for the meeting.
  - b) Clear notice is given of those items of business on which decisions must be made or on which policy must be formulated.
  - c) Those attending know the agenda, and that an appropriate amount of attention is given to each issue, commensurate with its significance, and that the length of the meeting is reasonable.
  - d) Each person present has the opportunity to participate in the discussion.
  - e) The meeting is conducted in an orderly manner in accordance with the procedures of the Organisation.
  - f) Resolutions and amendments are properly put and recorded in the minutes together with decisions taken upon them.

4. The Chair of the TMO shall act as Chair of Committee meetings and general meetings, but may delegate this responsibility with the agreement of the meeting concerned.
5. The Chair shall sign copies of the Minutes of all meetings they have chaired, having given those present the opportunity to correct inaccuracies or omissions.

#### **Co-ordination**

6. The Chair should receive copies of the Minutes of all Sub-committees and working parties in order to effectively co-ordinate the decision making procedures within the Organisation.
7. The Chair of the TMO should ensure that the voluntary work in managing the affairs of the Organisation is spread as effectively as possible amongst the membership, and that training is arranged, or other measures taken to enable tasks to be handed on when anyone completes their term of duty.
8. The Chair should ensure that responsibilities are shared between members of the Committee, and take steps to encourage members of the TMO to serve on the Committee.

#### **Relations with Other Bodies**

9. The Chair should act as spokesperson representing the views of the Organisation to outside bodies or at public events. Anyone representing the Organisation should take steps to ensure that the view expressed on the Organisation's behalf represent as closely as possible those held by the Committee.
10. The Chair is responsible for ensuring that the Organisation is effectively represented at meetings of bodies with which it works on in which it participates.

#### **Management of the Organisation between Meetings**

11. The Chair shall be responsible for interpreting the meaning of decisions taken by the Organisation as they apply in particular circumstances, having taken appropriate advice. This includes the interpretation of procedures, standing orders, rules or the determination of where responsibility lies between Sub-committee, the Committee or a General meeting of the Organisation. Any issue where the Chair is in doubt as to the true interpretation should be put to the next meeting on the Committee or Sub-committee responsible. Where this is not practical a ruling on interpretation may be made by Chair's Action.
12. Where a decision is needed between meetings of the Board or Sub-committee responsible, the chair should follow the following procedure for Chair's Action.

- a) The Chair shall only take Chair's Action where it would not be in the interest of the membership or adequately protect the rights of an individual member to postpone the decision to the next Board Meeting.
- b) All decisions made by Chair's Action shall be recorded in the 'Chair's Action Register' and signed by the Chair.
- c) Any decision made by Chair's Action must comply with the agreed policies and established practices of the Organisation.
- d) A decision shall not be made by Chair's Action if the Chair has any reason to believe that a meeting of the Board would not have made that decision.
- e) All decisions taken by Chair's Action shall be ratified at the following Committee Meeting, and the date of the meeting entered in the Chair's Action Register.