

## **Wrayburn Community Organisation**

### **Role of the Chair**

WCO shall have a chair, who shall chair board meetings, and shall be elected by the board on such terms as the board determines. WCO may also have a vice chair who, in the chair's absence, shall act as the chair and have the chair's powers and duties and who shall be elected by the board. The arrangements for election and removal of any vice chair shall be determined by the board.

The chair shall at all times be a shareholder and a board member and cannot be an employee. The chair shall not have a casting vote. The chair shall seek to ensure that:

- the board's business and the society's general meetings are conducted efficiently;
- all board members are given the opportunity to express their views;
- a constructive working relationship is established with, and support provided to, the chief executive/lead officer (if any);
- the board delegates sufficient authority to its committees, the chair, the chief executive/lead officer (if any), and others to enable the business of the society to be carried on effectively between board meetings;
- the board receives professional advice when needed;
- the society is represented as required;
- the society's affairs are conducted in accordance with generally accepted codes of performance and propriety; and
- there is a clear division of responsibilities between the board and the paid staff.
- The board shall seek to ensure that there is a written statement of the chair's responsibilities which shall be agreed with the board, and reviewed from time to time.

### **Meetings**

- To chair the board and general meetings
- To understand the documents that relate to: meetings; rules; standing orders, code of practice.
- To liaise with the secretary on scheduling of meetings and the TMO Manager on ensuring the accuracy of minutes and turn- around time.
- To attend on an ad hoc basis all sub Committee meetings
- To provide support and training for New Committee Members.
- To ensure meetings are conducted in an orderly manner in accordance with the procedures of the Organisation.
- Ensure resolutions and amendments are properly put and recorded in the minutes together with decisions taken upon them.
- 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.
- The Chair should receive copies of the Minutes of all Sub-committees and working parties

### **Supervision and support for the TMO Manager**

- To provide or delegate supervision and support for the TMO Manager.
- Supervision and support on an appraisal basis; agree a training and development programme for the TMO Manager.
- Check annual leave, sick leave, workload and any timesheets.

- Ensure that in co-operation with the TMO Manager, that all the staff team are working effectively.

#### **External meetings**

- To represent the TMO at external meetings as required

#### **Press and media**

- To act as spokesperson for the TMO to the press and other media
- To check all press statements and other media contact as outlined in the code of practice, prior to these being released

#### **Employment and Equal Opportunities**

- To ensure, to the best of his/her ability that the TMO acts as a good employer and within its equal opportunities policy

#### **Recruitment and Selection**

- To sit on recruitment panels as requested

#### **Cheque signatory**

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.

#### **Management of the society between Meetings**

- 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 Subcommittee responsible. Where this is not practical a ruling on interpretation may be made by Chair's Action.
- 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.
- 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.
- All decisions made by Chair's Action shall be recorded in the 'Chair's Action Register' and signed by the Chair.
- Any decision made by Chair's Action must comply with the agreed policies and established practices of the Organisation.
- 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.
- 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.