Position: Chairperson/President

## Role Statement

The chairperson/president has the main role to provide the principal leadership of the Committee and coordination of the committee’s delegated responsibilities.

The position of chairperson has several important roles and responsibilities that include:

* Being informed of and promoting the common purpose, shared goals, delegated responsibilities and current activities of the Committee;
* Building a strong sense of teamwork and collaboration between Committee members;
* Providing co-ordination, guidance and leadership to ensure the successful functioning of a committee;
* Ensuring that the delegated responsibilities and all statutory and administrative tasks required of the Committee are carried out;
* Developing the working relationships between the Community Asset Committee and the local community;
* Representing the goals, priorities and any concerns of the committee to Council or to other stakeholders; and importantly,
* Chairing, facilitating and ensuring the conduct of efficient and effective committee meetings.

This meeting chair function is a very important responsibility that involves:

* Working with the secretary to develop the content of Committee Meeting agendas;
* Having a good working knowledge of the committee’s Instrument of delegation (including statutory obligations, rules, procedures and roles of office bearers);
* Establishing and maintaining good control of meetings to ensure the agenda is relevant, decision making is informed and effective and meetings are completed in a timely manner;
* Ensuring that the meeting is inclusive and conducted in a manner that is respectful;
* Understanding and being confident in applying Council’s relevant ‘Governance Rules’, including being able to vote on any motion considered by the meeting and in the event of a tied vote, being able to exercise a second or casting vote; and
* Being able to identify and delegate tasks across Committee members.