

## **The Role of the Club Chairman**

The Chairman's role consists of two separate parts:

**Planning and running meetings**, being sure everything is covered and decisions are made when required, keeping order, helping the group deal with differences of opinion and conflicts, being sure that everyone who wants to has a chance to speak.

**Ensuring the Club as a whole makes and sticks to priorities and policies**, serving as a spokesperson for the Club.

**General Responsibilities** (in line with the Club's constitution)

- To chair both Club and committee meetings
- To be the spokesperson of the Club
- To liaise closely with the Secretary about dates, arrangements, agendas, correspondence for committee meetings, and content of minutes
- To liaise with the Treasurer about the financial state of the Club

- To be familiar with all the Club's rules and regulations contained in the constitution

### **Before each Committee Meeting**

- Get together with the Secretary to go over the minutes of the last meeting, plan the agenda, and agree which decisions need to be made at the meeting
- Ensure that all information, documents, and papers are at hand for the meeting

### **At that Meeting**

- It helps if the Chairman arrives early for the meeting as members may wish to speak to him or her prior to the meeting
- Start the meeting on time
- If necessary set a time limit for any items which are likely to continue for a lengthy period, always remember to allow sufficient time for each person to have their say
- Facilitate discussion during the meeting and encourage all members to participate

- Bring items on the agenda to a conclusion with a brief review of points, which may involve inviting specific proposals from the committee
- If a vote has to be taken ask for a formal proposal and clarify the procedure. In the event of a tie the Chairman may have the casting vote
- At the close of a meeting make arrangements for the next meeting and liaise with the Secretary on actions resulting from the meeting, e.g. press release or letters

### **The Good Chairman**

- Good chairing does not simply depend upon following the duties and responsibilities to the letter; it is more than that
- A good Chairman must be well prepared before each meeting and be forewarned of possible controversial or delicate items on the agenda

- A good Chairman must always appreciate that in this position there will be less opportunity to voice his or her own opinions at meetings
- A good Chairman must know all committee members and be able to recognise their strengths. It is their particular responsibility to put at ease new members at their first meeting, to encourage participation by all and delegate responsibility where appropriate
- A good Chairman should be aware of the current Health & Safety, Data Protection and Child Protection policies.

- Be responsible for the distribution of items received from the Western Counties Photographic Federation.
- Inform the meeting of Club, Area and National news and events
- Introduce demonstrator, speaker or guest

**Please pass this leaflet on  
to your successor**

**At each Club Meeting**

- Inform attendees of safety regulations at venue
- Welcome members, visitors and special guests
- Arrange for a vote of thanks to be given

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