BEAN ALLOTMENT ASSOCIATION

The Chair

The Chair's job usually falls into four main areas: •

- Chairing meetings
- Helping the committee to work together as a team
- Having an overview of the work of the group
- Being the main contact person for the group

Each area is explained briefly below.

Chairing meetings
Chairing meetings is the most visible role of the Chair. Your job is to help the meeting to run smoothly and effectively and involve everyone. To help you perform this role try to plan and thing about the meeting in advance then prepare and share the agenda in good time for others to prepare too. Once the meeting is underway your role is to make sure:

- The meeting gets through all the necessary business.
- Everyone gets a chance to talk and no one dominates.
- Clear decisions are reached and any action noted.
- The meeting starts and finishes on time.

Helping the committee to work together as a team
The strongest committees work as a team. The Chair is an important part of the team but is not the boss. It is not your role to make all the decisions or do all the work. It is your role to encourage and involve all committee members in whatever way they are able to contribute Having an overview of the work of the group. The day-to-day work of the group is important, but someone needs to be thinking about the bigger picture. It's not up to the Chair to decide the direction and activity of the group, but to help the committee work this out.

Being the main contact person for the group
The Chair is often the first point of contact for the Council, other voluntary organisations or anyone else interested in the work of the group. The Chair, along with the Secretary, is also often the advertised contact person for new members