

Committee roles - chair

This Information sheet should be read in conjunction with Committee Roles and Responsibilities.

The Chair provides leadership for the committee, sets the agenda for meetings and manages meetings in line with the agenda.

The Chair should ensure that issues are properly debated and an agreement is reached. Some committee members will be better at expressing themselves than others; it is important that the chair welcomes contributions from all members of the committee so that everyone feels involved. New members of the committee may feel nervous at first. The Chair should welcome all new members, introduce them to the other members and encourage them to play an active part in the discussions.

Occasionally, disagreements arise. The Chair should remain impartial, call the meeting to order without upsetting the parties involved, and make sure that the committee's decisions are not hindered in any way.

The Chair needs to work closely with the Treasurer and Secretary to ensure that the association is run effectively. The Chair can be a signatory for the association's bank account, along with either the Treasurer or Secretary or other elected committee member.

Key responsibilities:

- provide leadership; ensure the Committee fulfils its role in respect of governance of the association
- set the agenda for meetings, liaising with the Secretary
- ensure the agenda is followed and that all business is covered
- call the meeting to order when it is time
- welcome and involve new members
- ask for apologies for absence
- sign the approved minutes of the last meeting
- agree a date for the next meeting
- close the meeting
- write the annual report, liaising with the Secretary
- sign cheques for the PTA with one other elected committee member
- get to know committee members

PTA-UK Information sheets

- Committee roles and responsibilities
- Committee roles – secretary
- Committee roles - treasurer
- Good practice – committee meetings

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