

Chairperson's Role Description



- The Chairperson has a role to play in representing the vision and purpose of the organisation. The Chairperson ensures that the committee functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out.
- To plan and run meetings in accordance to the committee policy.
- To ensure matters are dealt with in an orderly, efficient manner.
- To bring impartiality and objectivity to meetings and decision-making.
- To facilitate change and address conflict within the group.
- To review governance performance and skills.
- To plan for recruitment and renewal of the committee.
- **Ensure the organisation is managed effectively**
- To liaise with the officers, as appropriate, to keep an overview of the organisation's affairs.
- To co-ordinate the committee to ensure responsibilities for particular aspects of management are met
- **Provide support and supervision to other members**
- To directly line manage the committee
- To act as the principal coordinator of replies to general and specific bat enquiries from the public and others; in a timely and appropriate manner.
- **Represent the organisation**
- To communicate effectively the vision and purpose of the organisation.
- To advocate for and represent the organisation at external meetings and events.
- To be aware of current issues that might affect the organisation.
- **Useful Qualities and Skills**
- Good leadership skills.
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Ability to ensure decisions are taken and followed-up.
- Good time-keeping.
- Tact and diplomacy.
- Understanding of the roles/responsibilities of a committee.
- Organisational management.
- Experience of the organisational set up of DBG and bat ecology
- **Time Commitment:** It is suggested that the role of Chair requires an estimated commitment of 2 hours per month