

Somersetshire Coal Canal Society

Role Description – Chair

The duties of the chair include the following:

- Providing leadership to the organisation and the Executive Committee by ensuring that everyone remains focused on the delivery of the organisation's charitable purposes in order to provide greater public benefit
- Chairing and facilitating committee meetings
- Giving direction to committee policy-making
- Checking that decisions taken at meetings are implemented
- Representing the organisation at functions and meetings, and acting as a spokesperson as appropriate
- Bringing impartiality and objectivity to decision-making
- Planning the annual cycle of board meetings and other general meetings where required, for example annual general meeting
- Setting agendas for board and other general meetings
- Addressing conflict within the board and within the organisation