

## Chair/ Vice-Chair Job Description

### The role of the Chair

A committee chair has a worthwhile yet demanding role. To be effective and make the maximum contribution to the BOA, a chair needs a good understanding of the committee's role and responsibilities and should encourage members to participate fully in its work.

### The key roles of the chair/vice-chair are outlined below:

- To provide leadership and direction to the Committee so as to facilitate the work of the BOA in pursuing its vision, mission and strategic direction within the committee's terms of reference;
- To see that the committee's business is conducted in an orderly fashion and to ensure that members obtain a fair hearing;
- To ensure there is regular reporting of committee business to BOA Council and that the committee remains accountable to Council in all its activities.
- To ensure that the work of the committee is consistent with its agreed remit and terms of reference and that issues of interest to other committees or to the wider organisation are appropriately referred;
- To ensure the committee does not take decisions outside its authorised powers;
- To ensure that all decisions with financial implications are only undertaken with the knowledge and agreement of the BOA Council (or Treasurer for matters below a threshold limit to be specified);
- To ensure decisions taken by the committee are clear and unambiguous, and that responsibility for taking forward action points is properly allocated;
- To consult with other committee members and provide advice and support;
- To ensure that decisions represent the collective views of the committee or (in exceptional circumstances when consensus cannot be reached) a majority view;
- To determine in consultation with the BOA team on the content of meeting agendas, the order in which items are taken and the amount of time to be devoted to each;
- To monitor the implementation of agreements and action points from previous meetings;
- To undertake ad hoc work as chair of the committee (e.g. through the provision of advice and attendance at other relevant meetings & events);
- To support, on completion of the term of office, the incoming chair through the provision of advice and de-briefing;
- To direct any person to be excluded from a meeting for any item of business, for example, on grounds of confidentiality or a conflict of interest;
- To take decisions by chair's action in any matter which, in his/her opinion, is urgent, routine or not sufficient importance to justify the calling of a meeting;
- To report chair's action to the next meeting of the committee.

The role of the **Vice-Chair** shall be to support the Chair in all the above areas, and deputise for them when agreed to do so.