

## **Role of the Community Council Chair**

To Chair the meetings of the Community Council.

To be the spokesperson for the Community Council between meetings - the official „voice“ of the organisation.

The Chair will receive all correspondence both in and out and this must be noted on the agenda for the forthcoming regular meeting.

The Chair will take the correspondence to the meeting for discussion, reading out any important letters, making other correspondence available as required.

To liaise closely with the Secretary about dates / arrangements / agenda for meetings.

S/he must be well prepared before the meeting and ensure that they are aware of possible controversial or delicate items on the agenda.

S/he must know all the rules by which the Community Council functions.

The Chair must appreciate that in this position there may well be less opportunity to voice his/her own opinions.

The Chair needs to get to know all members of the organisation so as to be able to recognise the „strong „and „weak “members.

It is his or her particular responsibility to put at ease new members at their first meetings and to encourage participation by all.

A good Chair will know the goals for each meeting and will not allow time to be wasted. He or she must develop a sensitivity as to when discussion is no longer „fruitful „and bring such discussion to a meaningful conclusion.

All speakers at a Community Council meeting will address their comments to the Chair