



## **Role of Chair**

It is best practice for the Friends of Dawpool School (FoDS) Chair role to be filled. If the role remains vacant it can be undertaken by other committee members taking it in turns to chair your meetings.

FoDS can have Co-Chairs or Joint-Chairs. In this case, both individuals are equally responsible for fulfilling the role and should take it in turns to chair meetings. They should decide before the start of the meeting who will chair it, and who will hold the casting vote.

## **Main purpose of FoDS Chair**

The Chair directs the FoDS committee's meetings, making sure everyone's views are heard, and that everyone is involved in the meeting. They should make sure all committee members are familiar with the constitution, model policies (if applicable), and their role and responsibilities as a committee member and / or as a trustee.

The Chair holds the casting vote where there is a tied vote. This usually defers the decision to the following meeting, allowing committee members more time to consider and discuss the matter.

## **Duties and responsibilities of the FoDS Chair**

- Prepares for meetings (with the Secretary)
- Invites committee members, parents, and staff to committee meetings
- Suggests items for the agenda
- Identifies outstanding items from the last meeting
- Prepares introductions for any new committee members attending
- Sets the ground rules for meetings, and makes sure they are inclusive and efficient
- Delegates tasks to other committee members and volunteers, and checks they're completed
- Liaises with the school, and requests a 'wish list' for the committee to use when deciding which projects to fund
- Ensures the committee fulfils its role in respect of the governance of FoDS as set out in the constitution – for example, holding an AGM, electing committee members, working with the Treasurer to ensure annual returns are completed



- Ensures any decisions made are clear, fit the objectives of FoDS, and are made by agreement of the committee as per the FoDS constitution
- The Chair cannot make decisions alone: all decisions must be made by the whole FoDS committee
- Write the annual report for the FoDS (with the Secretary)
- Write the Chair's report for the AGM
- Register's to become a trustee for FoDS with the Charity Commission
- Register's to become a signatory for the FoDS bank account
- Ensures the Treasurer and Secretary are registered as signatories for the FoDS bank account.
- Makes sure FoDS are GDPR compliant in line with the Data Protection Act.

### **Key skills**

- Confident and assertive – able to control meetings and call them to order when necessary, making sure everyone has an opportunity to speak
- Able to remain impartial – ensures contributions are brief and that everyone's views are respected
- Calm, friendly and approachable – as the main point of contact for FoDS for all members, the FoDS Chair must be inclusive, and make sure everyone feels welcome
- Organised and able to delegate – FoDS organise a lot of activities. The Chair should make sure the workload is shared and that tasks are completed as agreed

### **Additional information**

The Chair (or any other committee member) may not step down if doing so leaves less than the minimum number of committee members required by the FoDS constitution.

With FoDS committee, make balanced and adequately informed decisions, thinking about the long term as well as the short term.

Manage FoDS resources responsibly