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**CHAIR OF THE MANAGEMENT COMMITTEE ROLE:**

* To provide Leadership
* The chief responsibility of the Chairperson is to provide leadership. This requires the ability to define strategy and be a good networker.
* To ensure the Management Committee functions properly.
* The Chairperson is responsible for making sure each meeting is planned effectively.
* It is the responsibility of the Chair that meetings are conducted in accordance with the Constitution

and that matters are conducted in an orderly, efficient manner.

* The Chairperson must make the most of his/her committee members by building and leading a team.
* This also means regularly reviewing the committee’s performance and identifying and managing the process of renewal of both the committee’s objectives and the recruitment of new members when appropriate.
* To ensure the organisation is managed effectively
* The Chairperson must co-ordinate the Committee to ensure that appropriate policies and procedures are in place for the effective management of the Branch.
* The stages of Policy Development
* Identify Need
* Identify who will take responsibility
* Gather information
* Draft Policy
* Consult with appropriate stakeholders
* Finalise/ approve Policy
* Consider if procedures are required
* Implement
* Monitor, review and revise