# Chair of the Board

**Key Responsibilities**

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 Board functions properly.

- The Chairperson is responsible for making sure each meeting is planned effectively.
- It is the responsibility of the Chairperson 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 Board members by building and leading a team.
- This also means regularly reviewing the Board's performance and identifying and managing the process of renewal of both the Board's objectives and the recruitment of new members when appropriate.

To ensure the organisation is managed effectively:

- The Chairperson must co-ordinate the Board 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 review