

Roles & Responsibilities

The Role of the Chairman

Plan the meeting with the Clerk and ensure all agenda items are legally compliant.	Participate, but do not dominate proceedings!
To brief themselves, and prepare fully.	Ask questions
Greet members, the public, and any visiting speakers as they arrive.	Clarify misunderstandings
Conduct the meeting:	Correct mistakes.
Check there is a quorum (the minimum numbers of members needed to be present to make the meeting legal.	Maintain focus! Reject irrelevancies, and stop the meeting going off at a tangent.
Formally welcome members, the public and visiting speakers to the meeting.	Co-ordinate the views of members, and give information if needed
Introduce the standing items of the agenda – apologies, Declarations of Interest and Dispensation requests, confirmation of the minutes of the previous meeting.	Summarise the meetings views and conclusions, and confirm what has been decide/voted on/
Ensure that decisions are clear, and are made in a lawful manner.	Listen to and analyse the meaning and relevance of members' contributions.
Encourage participation by members in the discussion.	Consult the Clerk for clarification, information, and advice where necessary
Stimulate an exchange of ideas and experience.	Lead the Council:
Ensure that all have a chance to express their views freely.	Plan, organise and control discussion.
Keep members aware of objectives, guiding and progressing discussion towards achieving those objectives.	Develop harmonious relationships
Manage conflict, and preserve order	Motivate individuals by encouraging and rewarding their efforts and supporting them in their difficulties
Be fair and balanced, but enforce the rules of procedure.	
Rule on disputed matters	