



**Torquay
Community
House**

respect • equality • inclusion

Role Description – Chairperson Policy

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|-------------------------|--------|
| Approved/effective date | 190820 |
| Due for review | 190823 |

Prime Role

The Chairperson is the principal office bearer for the organisation and has overall responsibility for the integrity of the Board of Management's processes. The Chairperson supports the Board to prioritise the organisation's strategic plan, annual plan and goals (consistent with the views of the members) and keeps the Board on track by working within that overall framework.

At an operational level, the major function of the Chairperson is to chair and facilitate effective Board meetings.

Responsibilities

Represent the views of the members and be the spokesperson for the organisation as required.

Sign Funding Agreements and Contracts as required.

Sign all original copies of official documents produced that have been approved and recorded in the minutes of the Board of Management.

Manage Board of Management meetings by:

- leading the meetings to achieve productive outcomes.
- ensuring fairness and even-handedness in all meeting process matters.
- ensuring the Board stays within its governance role at meetings.
- setting the agenda for meetings in consultation with the Co-ordinator and Secretary.

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- managing and approving the minute writing process.

These specific responsibilities are in addition to those in the role description for Ordinary Members of the Board.

Authority

The Chairperson has no authority to supervise or direct staff. However, there may be times when the Chairperson, at the request of a staff member (usually the coordinator), acts as a sounding board.

The Chairperson is authorised by the Board of Management to negotiate Staff Employment Agreements and to conduct the coordinator's Performance Review.

The Chairperson may delegate aspects of the role to another Board member or staff but at all times remains accountable and must ensure responsibilities are carried out.

In the absence of the Chairperson, the Vice-Chairperson or another Board member shall act in their place as appropriate.

Election and Term

The Chairperson is directly elected by the members of the Board of Governance at the Annual General Meeting each year and holds a one-year term.

Remuneration

The role is a volunteer position and no member of the Board shall receive any form of remuneration in return for performing his or her duties in the conduct of the Association.

Board Members may be reimbursed for actual incidental expenses incurred in the performance of their duties on behalf of the association