

Chairperson

The Chairperson has a strategic role to play in representing the vision and purpose of GRASS. The Chairperson ensures that the committee functions properly, that there is full participation at meetings, all relevant matters are discussed, and that effective decisions are made and carried out.

Ensure the GRASS committee functions properly:

- To plan and run meetings ensuring that they are run effectively and efficiently.
- To ensure matters are dealt with in an orderly, efficient manner.
- To bring impartiality and objectivity to meetings and decision-making.
- To facilitate change and address conflict within the board.
- To review governance performance and skills.
- To plan for recruitment and renewal of the Committee.

Ensure the organisation is managed effectively:

- To be well informed of all organisation activities and be able to provide oversight of the organisation's affairs.
- To co-ordinate the committee to ensure responsibilities for particular aspects of management (e.g., personnel matters, financial control etc.) are met and specialist expertise is employed as required.
- To facilitate change and address conflict within GRASS, liaising with other committee members to achieve this.
- To provide support and supervision to committee members.
- To have a good working knowledge of the committee constitution, rules and duties of committee members.
- To act as a signatory for the committee in all legal and financial purposes.
- To regularly focus the committee's attention on matters of governance that relate to its own structure, role, and relationship.

Represent the organisation:

- To communicate effectively the vision and purpose of the organisation and be a competent public speaker.
- To advocate for and represent the organisation at external meetings and events.
- To be aware of current issues that might affect the organisation.
- To be forward thinking and committed to meeting the overall goals of the committee.

Qualities and Skills Required

- Good leadership skills.
- Good communication and interpersonal skills.
- Must be a self-motivated team player

- Impartiality, fairness and the ability to respect confidences.
- Ability to ensure decisions are taken and followed-up.
- Good timekeeping.
- Tact and diplomacy.
- Understanding of the roles & responsibilities of the GRASS committee.
- Experience of organisational and people management.
- Knowledge of the operating environment for community groups in England.

Your Commitment to GRASS:

The term of office for the role of Chairperson is twelve months and requires an estimated minimum commitment of 24 hours per month / 288 hours per year.

The Chairperson shall be a regular attendee at GRASS committee meetings, which are held six times a year, attend the Annual General Meeting, and participate at all GRASS community events.

Most tasks can be carried out from home on a computer or tablet device. The Chairperson will need their own IT equipment.

GRASS's Commitment to You:

By accepting the role of Chairperson, the GRASS committee will commit to support you in this role, ensuring that members respect the positive contribution you are making to the club on a voluntary basis.

The club also commits to refunding any prior approved expenses necessarily incurred on behalf of GRASS in a timely manner.