



GENERAL – ROLE OF THE CHAIRPERSON

Adopted Oct 2005

Ref – 2.2

- should be familiar with the Societies Constitution, its Rules and Standing Orders
 - is aware of the voting strength of delegates representing members/clubs
 - leads but does not direct
 - ensures there is fair discussion on each issue, and that all points are expressed before a decision is reached
 - ensures that repetition and straying from the topic are firmly, but courteously, curtailed
 - after adequate discussion, impartially summarises the points of view expressed, both for and against, to make sure members know clearly what the issues are before asking members to vote, if voting is appropriate
 - runs the meeting so that a balance is struck between speed and efficiency on the one hand, and keeping the meeting enjoyable on the other
 - shall not move or second a motion, or take part in the debate. If he/she so wishes to participate in the debate the Chairperson must temporarily vacate the chair. This should be by exception only.
 - presents the Annual Report at the Annual General Meeting. The report should be a comprehensive summary of the previous year's activity, detailing programs conducted, membership changes, physical developments and outstanding achievements. It should also include a review of the financial situation and a look at plans and aspirations for the future.
 - at Committee Meetings shall have a deliberate vote only and shall not have an additional casting vote (27.5).
 - at General meetings shall not have a deliberative vote, but may exercise a casting vote which shall not be used to create new policy (35.10)
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