

Group chairperson

Appointment: Group chairperson

Person to whom Responsible: Group Leader

Broad Objectives

To lead the team who provide the administrative and financial support for the Group.

Duties

1. To support and assist the Group Leader in running the Group as laid down in Policy and Rules.
2. To ensure the Group Committee works on the principles as laid down in Policy and Rules and the Group Committee Constitution.
3. To chair meetings of the Group Committee, after preparation of an agenda in consultation with the Group Committee Secretary.
4. To give a lead to the other Committee members by personal example, and motivate and enthuse them with specific objectives.
5. To ensure that the Group Committee cooperates with the District Association and appoints delegates to District as required.
6. Be a Delegate to District and liaise with the District Association/Executive and its chairperson and refer to them for advice as necessary.
7. Provide a written annual report.
8. Attend training that is available for this position.

NB If unable to attend a meeting, he/she must ensure the Group Leader and Vice chairperson are told and are briefed.