



The Role of the Chairperson

Specific roles and responsibilities will probably vary from discipline to discipline but could include:

- Well-informed about the activities of the group/organization and its current financial position
- Able to chair committee meetings and manage general meetings, enabling everybody to participate and present their views
- Well-informed about the agenda of the meeting and items to be covered. Able to ensure that it is followed and that all decisions are properly understood and recorded.
- Able to represent the organization at local, regional and national levels, as required.
- Able to keep a debate focused, avoiding deviations
- Unbiased and impartial as far as possible; if personally involved in a matter, be prepared to give up the Chair during that particular discussion.

What qualities and characteristics can be identified in a good Chairperson?

- Punctual – starts meeting on time
- Well-prepared for the meeting
- Good listener, able to summarise the main points of a discussion
- Good communicator; avoid confusion or misinterpretation
- Diplomatic and helpful; able to get the best out of other committee members
- Able to maintain the harmony of the group, even when there is disagreement about the proposed course of action

What are the benefits of being a Chairperson?

- Helping to support the long term future of your organisation, group, branch, show or event
- Playing a major role in developing support for your discipline
- Helping to raise the profile of volunteering within and outside the discipline
- Becoming involved in the bigger picture eg Volunteers Week
- The chance to meet and work with new people
- Making a real difference to equestrianism!