



The Role of the Chair

1. To represent the organisation. The Chair will often act as the main spokesperson or figurehead for the organisation. The Chair may be expected to attend meetings and events on behalf of the organisation.
2. To make sure the management committee works well. This includes keeping management committee members involved and informed, supporting new members and taking decisions to deal with urgent issues between meetings.
3. To promote and support the effective management of the organisation. This could include sharing or taking responsibility for the supervision of paid staff, correspondence on behalf of the organisation, liaison with funders, helping to select new staff and initiating disciplinary action on behalf of the committee.
4. To Chair management committee meetings, annual general meetings and other events. The Chair must have a good understanding and knowledge of the constitution and policies of the organisation to do this effectively.
5. To ensure that the organisation is working towards the achievement of the set vision, goals and objectives and acts according to its constitution.

Ready Steady Start

The information in this document was provided the Refugee Council and is part of the learning materials of the Ready Steady Start (RSS) programme.

RSS is a programme for new groups and covers the basics involved in setting up and running an organisation.

If you would like to learn more about RSS please visit www.lvsc.org.uk/RSS or contact LVSC on 020 7700 8118.

The Refugee Council supports refugee voluntary and community organisations in the UK in areas of organisation development and policy.

Learn more about the Refugee Council at www.refugeecouncil.org.uk.