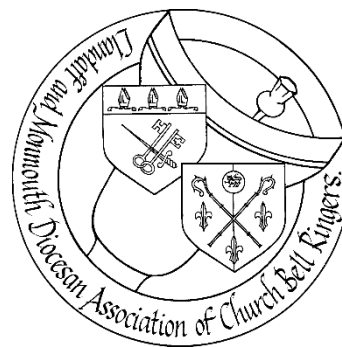


Llandaff & Monmouth DACBR



Job Description - Chair

Main responsibilities

To provide leadership and overall direction for the Association

To ensure the Association Management Committee functions (AMC) well and is focused on achieving the Objects of the Association.

To support the Association Officers in carrying out their duties.

To be an Ambassador for the Association, representing the Association when dealing with the Church and other national bodies, and supporting the Community Outreach Officer when dealing with the public.

Specific Duties

To chair the meetings of the Association and the AMC, ensuring members have the opportunity to ask questions and contribute to the debate, and aiming to achieve a broad consensus in decision-making.

To set up subcommittees and working groups as necessary to ensure the Association thrives.

To act with the Association's best interests in mind at all times, and promote the Objects of the Association

Reporting, Meetings and Deadlines

AMC meetings are held four times per year, generally in February, May, September and December. The agenda is set by the Chair, but follows a regular format.

The Association AGM is generally held in April – this is set out in the Association Rules

Additional meetings are at the discretion of the Chair.

The Chair provides a report for the Annual Report and Accounts, deadline to be agreed with the Annual Report Editor, but generally in January each year.

It is recommended that the Chair writes a piece for the Branch Newsletters to keep members informed of the work of the AMC and the Association.

Appointment and Tenure

The Chair is appointed by election at the Annual General Meeting. They may not hold office for a period of more than six consecutive years without a break for at least one year.