

Information Notes for the Chairman

What does the Chairman do?

The Chairman is the person around whom the Club revolves and you must always act in the best interest of the Club, not yourself.

The foundation of good chairmanship lies in having a thorough grasp of committee procedure, as this knowledge will bring all the confidence needed.

The successful Chairman is the one who knows the rules of the game and sees that everyone plays according to those rules.

How do I chair a Club?

The most important role a Chairman has is chairing the meetings held by the Club. The Chairman must keep charge of the meeting and be aware of what is going on to ensure that all the relevant items are covered.

The Chairman also acts as the main point of contact for any existing or potential members to gain information and is responsible for ensuring any Club responsibilities are fulfilled, e.g. County Show site clearing; Carol Service readings etc.

How do I chair a meeting?

When chairing a meeting the following must be considered:

- **Agenda**
The Chairman must know what business is on the agenda before the meeting is opened. Keep to the items as listed, unless otherwise agreed by the meeting.
- **Minutes**
These will be written up and read by the (Minute) Secretary. If correct, the meeting agrees to them being "signed as a true and accurate record of what took place" by the Chairman.
- **Reports**
Each Committee member must be given the opportunity to give a report to the Club communicating any important information, e.g. Treasurer's



report; Activities Committee report. Once the report has been given, discussion can take place, if necessary.

Any formal reports, e.g. from the Treasurer at the year end, must be 'formally' adopted, i.e. Proposed and Seconded.

- **Debates**

If a debate occurs at any time during the meeting the Chairman must insist that all speakers address the Chair so that they can decide who speaks first. The Chairman can also choose to wind up a debate at any time.

- **Voting**

Where votes are necessary, a show of hands will usually suffice, i.e. 'those in favour?', 'those against?', 'any abstentions?'. If the matter is of a sensitive nature, slips of paper may be used. Once collected and counted, a decision can then be made. A 'unanimous' vote means that all votes were cast in the same way, a 'majority' vote means that some votes were against, but the majority were in favour. Where votes are equal for and against a motion, the Chairman will have the casting vote to produce a majority.

- **Closing a meeting**

The Chairman closes the meeting when all the business has been dealt with and leaves the Chair. It is possible to adjourn (temporarily close) a meeting for such things as refreshments.

If during a meeting, speakers and visitors to the Club are present, the Chairman must act as the host to ensure that they are never left to hang about on their own.

Finally, it is important to allow the Vice-Chairman to chair a small number of club meetings so that they can gain important experience and confidence for their term of office. This also ensures that successful meetings will take place should the Chairman be absent.

The Final Word

If you get stuck or just need some help or advice, no problem, just ask someone. Other than that:

Good Luck!

