



WASPS – Willesley Association of School and Parents
Registered Charity No. 1095840

Role of the Chair / Vice Chair

Overall

- Leading the committee and the organisation to enable it to fulfil its purpose.
- Acting as a spokesperson and figurehead as appropriate.
- To support the Treasurer/Vice Treasurer with all legal and constitutional matters
- To ensure that committee meetings are properly administered.
- To ensure other meetings, such as the AGM, and events are properly administered.
- Keep membership records up-to-date (unless there is a membership secretary as well).
- Monitor committee member action points.
- To ensure an effective relationship between:
 - the committee and the staff/volunteers
 - the committee and the external stakeholders/community

Specifically

- Plan and prepare the committee meetings and the AGM with others as appropriate.
 - Planning meeting dates, booking rooms, sending out notifications, minutes and other papers.
- Chair committee meetings ensuring:
 - A balance is struck between time-keeping and space for discussions
 - Business is dealt with and decisions made.
 - Decisions, actions and deliberations are adequately minuted.
 - The implementation of decisions is clearly assigned and monitored.
 - Minute committee meetings or ensure that another minute taker is available
 - Accurately record decisions and actions in the minutes and report to the next committee meeting on the progress of actions and the result of decisions.
- Maintain accurate and up-to-date membership records, issuing renewal notices and recording subscription/membership fees together with the treasurer.

- Deal with correspondence, writing letters/emails as agreed at committee meetings, summarising correspondence/emails received at the next committee meetings and drafting replies as appropriate.
- Make arrangements for any necessary reporting to be done. For example the annual report to members.
- Ensure all memberships are valid and up to date
- Ensure the Charity Commission responsibilities are fulfilled
- Ensure adequate support and supervision arrangements are made for all events
- Ensure the communication to committee members and the wider community is appropriate and timely
- Ensure that the constitution is met when decisions on how money is spent are made

Qualities

- A willingness to lead the organisation
- Possesses tact, diplomacy and powers of persuasion.
- Possesses relevant knowledge
- Has the relevant skills to run a meeting well.