



## **Chair Role Overview**

The Chairperson has a strategic role to play in representing the vision and purpose of the Association.

### **Role**

- To ensure that the Committee functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out in accordance with the Constitution.
- To liaise with the main officers (i.e. Secretary, Treasurer and Vice Chairperson), as appropriate, to keep an overview of the Association's affairs.
- To co-ordinate the Committee to ensure responsibilities for particular activities (e.g. communication, targets, timescales etc.) are met and specialist expertise is identified/engaged as required.

### **Responsibilities**

- To effectively communicate the vision and purpose of the Association.
- To represent the Association at high level meetings (e.g. Waveney/Suffolk/Kirkley Council and Waveney Business Association) and events. To delegate as appropriate and/or nominate another member(s) when the need for specific expertise or interests dictate
- To be aware of current issues that might affect the Association.
- To control Committee and General meetings (encouraging inclusivity and championing a 'one conversation' culture etc)

### **Build and Maintain Close Relationships with:**

- Waveney District Council officers
- WDC (Kirkley) Councillors
- Suffolk County Council: Councillors for South Lowestoft
- Organisations (e.g. Health Centre, Parish Council etc.)