

Role of the Chairman

1. Plan Full Council meetings with the clerk and ensure that everything on the agenda is legal.
2. Brief themselves and prepare fully – study all relevant information and anticipate the needs and interests of the members. The chairman can then answer questions or deal with requests for information.
3. Be punctual –the chairman should set a good example by arriving early to check the arrangements and welcome members, the public and any visiting speakers.
4. Conduct the meeting
 - Check there is a quorum (minimum number of members needed to make the meeting legal)
 - Call the meeting to order and declare it open
 - Welcome members, the public and visiting speakers to the meeting
 - Introduce the standard items on the agenda - apologies; declarations of interest; confirmation of minutes of previous meeting
 - Introduce the agenda items and ensure that all members know what they have to achieve and how they might do it
 - Encourage participation
 - Stimulate an exchange of ideas and experience
 - Ensure that all have a chance to express their views freely
 - Keep the members aware of objectives
 - Maintain focus
 - Guide and progress discussion towards achieving the objectives
 - Facilitate lawful and appropriate decisions
 - Manage conflict
 - Be fair and balanced
 - Preserve order
 - Enforce rules of procedure
 - Rule on disputed matters
 - Use Chairman's casting vote
5. Participate, but do not dominate!
 - Ask questions
 - Clarify misunderstandings
 - Correct mistakes
 - Reject irrelevancies and stop the meeting going on a tangent
 - Co-ordinate the views of members

- Give information if needed
- Summarise the meeting's views and conclusions and confirm what has been decided/voted on
- Listen and analyse the meaning and relevance of members' contributions.

6. Lead the Council

- Plan, organise and control discussion
- Develop harmonious relationships
- Motivate individuals by encouraging and rewarding their efforts and supporting them in difficulties.

7. Public face of the Council

Attend civic functions on behalf of the council.

Please Note:

Chairman are unable to take decisions by themselves on behalf of the council.