

GROUP CHAIR'S ROLE

For more information on activities please visit our website - www.wirralramblers.org.uk

PURPOSE OF ROLE

To promote the aims of the Ramblers in the Group, ensuring that discussion and decision making within the Group are conducted in an efficient, friendly and inclusive manner.

The Chair's approach to meetings needs to recognise the voluntary commitment and responsibilities of the committee members.

To adhere to the democratic principles and constitution of Wirral Ramblers.

To ensure the group is following GDPR guidance and is compliant with it.

DUTIES

- Discussing the agenda with the Group Secretary
- Ensuring prompt starts to committee meetings and keeping discussions 'on track'.
- Promoting a culture of open, respectful discussion. Allowing all to contribute if they wish to.
- Implementing a vote on agenda items when necessary and exercising the Chair's casting vote if required.
- Ensuring the minutes of meetings record the decisions made and are agreed upon as accurate at the subsequent meeting.
- Ensuring that the date, time and venue for the next meeting is agreed upon at the close of the meeting.

SKILLS & EXPERIENCE

- A passion for promoting the charitable aims of the Ramblers.
- Ability to motivate and engage with fellow committee members and to encourage discussion in meetings.
- Well organised and reliable.
- Knowledge of the Group constitution and commitment to the Ramblers' democratic principles.

SUPPORT AVAILABLE

Support is often available from fellow members of the Group or from Chairs in other Groups in the Area.

The volunteer support team in Central Office may be able to help by pointing you in the direction of resources available. Further information at:

<http://www.ramblers.org.uk/volunteer> or

Volunteer Development Team volsupport@ramblers.org.uk / 020 7339 8500

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