



Group Chair

1. The role

Purpose of Role	<p>To promote the aims of the RA in the Group by ensuring that discussion and decision-making in the Group are conducted in an efficient, friendly and inclusive manner. The Chair's approach to meetings needs to recognise both the voluntary commitment and the responsibilities of the office-holders present as well as adhering to the democratic principles and constitution of the Group committee.</p> <p>By facilitating disciplined meetings and building links with committee members, the Chair keeps the wheels of the committee oiled and moving!</p>
Duties	<p><u>Broad duties</u></p> <ul style="list-style-type: none">• Discussing the agenda with the Group Secretary and deciding the order of agenda items.• Getting the meeting started promptly and keeping the discussions "on track" throughout the meeting.• Facilitating a culture of open, respectful discussion where all those who are keen to contribute are given the opportunity to do so.• Arranging the casting of votes on agenda items where necessary, and exercising the chair's casting vote if required.• Ensuring a brief, accurate record of the main decisions taken at the meeting are recorded 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	<ul style="list-style-type: none">• A passion for promoting the charitable aims of the RA.• An ability to motivate and engage with fellow volunteers on the committee and to encourage discussion in meetings• Well-organised and reliable• Knowledge of the Group constitution and a commitment to the Ramblers' democratic principles.
Support available	<p>Support is often available from fellow volunteers in the Group or from Chairs in other Groups in the Area. The Area Secretary can put you in touch with other Chairs.</p> <p>The Volunteer Support Team in Central Office may be able to help by pointing you in the direction of resources to help chair meetings effectively.</p>

2. Further information

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