



Responsibilities of the Chairperson

For meetings to be conducted in an effective and efficient manner a chairperson is needed to control and conduct the meeting. The following list outlines the responsibilities of the chairperson (usually undertaken by the President):

- start the meeting at the specified time

- decide if quorum is present [for a committee meeting quorum is half (1/2) the committee plus one (1)] i.e. if there are 6 on the committee 4 need to be present

- put to the meeting the question of confirming the minutes from the previous meeting(s), and if confirmed, to sign them as chairperson

- announce agenda items and other business in turn

- in debate or discussion, maintain an impartial presence, ensure relevance of points being made, confine speakers to time limits if appropriate, preserve order at the meeting

- phrase motions

- announce voting methods i.e. secret ballot and announce result of vote

- make casting vote if required

- explain matters to those in doubt

- announce date, time and location of next meeting

- close the meeting
