



The role of the CHAIRPERSON at Mulberry Pre-school

Summary

The role of the Chair is to lead the management committee, developing and maintaining an effective working relationship between the committee and its staff and volunteers.

General Duties

- Ensure meetings are run effectively, enabling democratic decision-making and full participation by the committee
- Lead the development and monitor implementation of policies and strategic plans
- Liaise with the settings manager to work together to achieve the aims of the organisation and provide support as appropriate
- Sign, and or write letters on behalf of the committee and the organisation
- Conduct annual appraisals of the manager's performance and jointly establish training and development needs
- Attend selection panels and disciplinary panels as appropriate for committee members, paid staff and volunteers
- Act as an ambassador of the organisation by attending functions, meetings, liaising with the press and acting as a spokesperson as appropriate
- Set and manage the agendas of all meetings
- Ensure a quorum at meetings as set out in the governing document
- Ensure all staff and committee members are DBS cleared