

Chairperson

Roles and responsibilities

As chairperson you are the public face of the elected committee and Pre-school, the chairperson has a leadership role. Does not control the pre-school; that is the role of the committee. The chair should work in partnership with all committee members, preschool leader/manager, staff and the parents of the group. To hold the position of chairperson, you do not require any specialised skills, but you need to be objective and organisational skills are important.

You are responsible for:

- Taking charge of meetings.
- Good practice for the chair is to line manage the pre-school leader or manager.
- The chair must oversee and support the work of the treasurer; making sure the bank statements correspond with the books.
- Make sure that all business is dealt with efficiently.
- Make sure all committee members have a say in the discussions, and viewpoints are heard.
- The chairperson delegates the work to the committee members; the chair should not take on all the jobs themselves
- The chairperson needs to be flexible.

Meeting responsibilities include:

- Make sure all members are made to feel welcome and thanked for their time.
- Ensure introductions are made.
- Plan the meeting with the secretary, making sure all members and staff views are reflected.
- The agenda is realistic, achievable, not too long and varied.
- Write a chairperson's report for the meeting.
- Make sure relevant information is available at the meeting.
- If decisions are to be made, make sure all opinions are considered.
- If a vote is tied the chairperson has the casting vote.
- Be punctual and keep to time, a timed agenda is essential.
- Agree sign and date the minutes of the last meeting.
- Ensure actions of previous meetings have taken place, or update on progress.
- Introduce the agenda items and make available any relevant information for that item.
- Ensure any jargon or abbreviations are explained.
- Ensure everyone understands the issues raised and that if any decisions are made, they are within the framework of your constitution or governing document.
- Set the time, date and venue for the next meeting.

Finally, and most importantly;

- Always thank everyone for their valuable contributions to the meeting and for their time.

After the meeting:

- You may need to support the secretary with producing the minutes of the meeting.
- You will need to carry out the tasks you agreed to do and support others to do the jobs they have agreed to do.
- If there are outstanding issues from the meeting make sure the information is gathered and put on the next meeting's agenda.
- Prepare the agenda for the next meeting, with the secretary.

Working with staff:

- The chairperson ensures all the staff are supervised appropriately. The chairperson must be involved with any staff recruitment, disciplinary, and or dismissals.
- It is the job of the chairperson to handle complaints and follow the procedures with support from the manager or supervisor.
- The committee must ensure that contracts and terms and conditions of employment are in place for all staff and reviewed at least on an annual basis.

General management:

- May be the counter signatory for cheques.
- Should be a signatory on all official documents.
- Inform Ofsted and Charity Commission of changes.
- The chair should have a suitable person's interview, conducted by Ofsted. The whole committee is the registered provider with Ofsted.
- Bank statements should be checked on a regular basis (at least monthly).

The chairperson may also need to have meetings or discussions between committee meetings, these are allowed and should be documented and presented at the next meeting. Any decisions must be in line with the group's Constitution or Governing Document and agreed by the other members of the committee, this can be done by telephone or email.