

The Role of Chair

Colleagues are encouraged to utilise the following role descriptor for the Chair which has been adapted from the role descriptor included in The Faculty of Humanities Handbook on Committees and Groups and informed by practice during Spring and Summer 2020 in response to the COVID-19 Pandemic.

The Committee Chair has overall responsibility for the committee's business.

In particular, the Chair should have knowledge of the Terms of Reference of the committee, including a full understanding of its remit and limits of its business and powers.

Specifically the role involves:

- having overall responsibility for taking forward the committee's business
- approving the agenda drafted by the Committee Secretary
- guided by the Committee Secretary, ensuring that the committee is quorate
- having oversight of the process for ensuring that actions from the previous meeting have been undertaken
- appointing members/delegates, and along with the Committee Secretary, briefing new members
- managing the meeting by keeping to the agenda, and keeping the meeting to time
- facilitating discussion and ensuring all members have the opportunity to contribute, especially, for example, inviting comments from student members
- asking 'difficult' questions, while working for consensus/decisions
- summarising key points and decisions and ensuring that the Committee Secretary has clarity on agreed actions
- ensuring responsibility for actions is allocated appropriately
- approving the draft minutes, including an accurate record of actions
- representing the committee at other committees
- taking 'Chair's action' on decisions between meetings, if this is delegated by the committee to the Chair.