

Group Chair (as amended)



- Role type:** Governance/management
- Time commitment :** 4 hours per quarter. (*1 hour committee meeting preparation; 2 hours quarterly committee meeting; 1 hour post meeting executive action.*)
(Assuming there are no extraordinary issues requiring executive action)
- 3 hours per year. (1hour AGM preparation. 2 hours Chair AGM)
- Main purpose of the role:** Promote the charitable aims of the Ramblers by the conduct of meetings in an efficient, friendly and inclusive manner.
- The Chair's approach to meetings should :
- a. recognise both the voluntary commitment and responsibilities of the office-holders present.
 - b. adhere to democratic principles and Ramblers' constitutional articles.
- Personal Qualities :**
- An ability to motivate the committee and promote discussion.
 - Well-organised and reliable
 - A commitment to democratic principles.
- Execution of the role:**
- Knowledge of the charitable aims of the Ramblers.
 - Knowledge of the Group's constitution.
 - Liaise with the Group Secretary and decide the order of agenda items.
 - Start meetings promptly and keep discussions 'on point'.
 - Facilitate a culture of open, respectful, inclusive debate, decision taking and executive action.
 - Determine voting procedure as necessary and exercise the chair's casting vote if required.
- Resources:** Resources are available on the volunteer section of the Ramblers website www.ramblers.org.uk/volunteer
- Contact:** Volunteer Development Team
volsupport@ramblers.org.uk / 020 7339 8500