

Responsibilities of the Chairperson of the Friends of Sandall Park

To ensure the Management Committee functions properly

The Chairperson is responsible for making sure that each meeting is planned effectively, conducted according to the constitution and that matters are dealt with in an orderly, efficient manner.

The Chairperson must make the most of all his/her committee members and 'lead the team'.

This also involves regularly reviewing the Committee's performance and identifying and managing the process for renewal of the Committee through recruitment of new members.

To ensure the organisation is managed effectively

The Chairperson must co-ordinate the Committee to ensure that appropriate policies and procedures are in place for the effective management of the organisation.

To provide support and liaison with the council

The Chairperson will generally be the direct line for the council liaison.

To represent the organisation as its figurehead

The Chairperson should be able to represent the Friends of Sandall Park and be its spokesperson at functions or meetings.