

## Chairperson Role

### @ NZYF



- Enthusiastic about YF
- Be friendly and welcoming
- Keep meetings interesting, short and snappy
- Keen to involve others into club
- Help plan the annual club programme
- Spread the workload around; delegate responsibility
- Public relations role; need to be able to answer questions about organisation, and create a good picture of NZYF
- Working knowledge of meeting procedure
- Fair/approachable/impartial to members that wish to speak
- Encouraging
- Generally build a good team around him/her to make sure everyone is doing their job
- Make sure that all regular attendees at your meetings are financial members of NZYF
- Set agenda with secretary

### Vice Chairman

- Must be ready at all times to step in the Chairman's shoes
- Given specific roles and some responsibility so that they receive training and experience for a time that they might become Chairperson
- Take at least 2 meetings/year
- Take ownership of 1 or 2 events/year

Working knowledge of meeting procedure is necessary to keep business meetings under control and as brief as possible.

Whatever their feelings are on any matter under discussion, they must not show them until all the facts have been brought forward, they must be fair and impartial to members who wish to speak on the subject. They should not take advantage of the chairperson's position to prevent others from voicing their differing opinions. They may need to encourage any new members to take part in discussions.

It is most important to encourage the younger members to take part by watching for the signs that they are anxious to speak, but are unable or afraid to break in. Give them an opportunity – ie: a job on a sub-committee organising an event, not just expecting them to attend. Include them on committees with more experienced members so that they can learn the various aspects of the Club work, recognise their inexperience and explain matters of procedure to them.

Encourage older members to mix with new members in discussions before and after meetings.

***The following are the general duties of a Chairperson leading up to and during the meeting.***

#### **Prior to the club meeting**

1. Liaise with the exec to ensure they are doing their jobs.
2. Set a personal example to other members in maintaining positive communication with all members. . .
3. Maintain regular contact with the Secretary to ensure smooth running of the Club- **set agenda prior to meeting**
4. Help plan the Club program/ upcoming events
5. Be punctual at all times

#### **During the meeting**

1. Preside at meetings and direct activities. (Arrange for the Vice-Chairperson to take over if you cannot attend).
2. Act as a Club host - look after new members and visitors to meetings and socials

3. Appoint sub-committees to look after special activities.
4. Pay attention to the discussions during the meeting so you can formulate motions which agree with what the meeting wants and keep discussions focused on one subject.
5. Approve all minutes and correspondence when passed.

### ***Chairing a Meeting***

The Club meeting needs to begin on time. If the attitude of *'give them a few more minutes'* is regularly adopted, the latecomers will not improve and those who are punctual will resent the waste of time. By being punctual, the Chairperson sets a good example. For latecomers a fine system could operate to improve punctuality.

Throughout the meeting the Chairperson must tactfully guide the meeting through the agenda and maintain order.

For effectiveness, allow only one person to speak at any one time and ask speakers to keep to the point. Tact and good humour are needed on the part of the Chairperson to keep the meeting orderly yet lively and to get the business done briskly without anyone justly feeling that expression of opinion has been stifled.

The Chairperson must be firm for the benefit of the meeting, and not push their personal viewpoint. They must act fairly; making certain that everyone (not only the talkative ones) have the opportunity to voice their opinions.

Normally the Chairperson declares the meeting closed when all the business has been completed. However, before doing so he/she must make sure the members are advised of coming activities and the time and date of the next meeting.

When the meeting is closed the Chairperson must make certain that all members who have been given a job, as a result of decisions made during the meeting, understand exactly what they have to do.

### ***Hints for the Chairperson***

- You are responsible to your Club and its operation.
- Your efficiency and enthusiasm will carry through to your committee and the Club. The opposite is also true.
- Delegation is the Chairperson's choice. When delegating jobs choose keen, efficient members who you are confident can do the job. Keep in touch with them and the job they are doing, without being overpowering. Remember you have given them responsibility for this task - hold them to that responsibility.
- Keep meetings focused and ensure that your members are making relevant contributions. Nobody likes long meetings.
- Aim to maintain the Club in an active state. Make regular contact with members - avoid long periods where nothing happens in your Club.
- Use advisory members/ experienced chairs in your community/ ex-YF members

### ***New Members and Promotion***

Once a Club program has been set the Chairperson can then encourage new members along to the meetings and activities. Often the Club members in smaller towns will promote themselves by word of mouth if they are getting something from NZYF they want - they will invite others to come along to meetings and activities. The Club can be promoted through local newspaper by advertising Club meetings and inviting new members to come along, or by writing an article on the Club's activities each month.

A monthly newsletter or email is an excellent way of keeping members informed on what's happening in the Club. A Chairperson can have the opening slot to keep all members feeling informed and upcoming events can be mentioned with dates, times and venues.

Many young people are interested in hanging out or just going along to events run by people their own age. So make sure you let the community know what is going on in your club and that new comers are welcome. A local paper will often run a 'Coming-up Events' column which your club can utilise for promotion or event try to negotiate a regular club section in the paper.