

PICCS Chairperson Binder

Welcome to the Chairperson position, the position with the most responsibility on the Board of Directors. The chairperson provides leadership to the board of directors and is the key contact for the Facility Manager.

The main responsibilities are:

- knowledge of all aspects of PICCS operations
- being the key contact person for the Manager and for Board Members;
- organizing Board meetings: scheduling, preparing/circulating the agenda, and presiding over meetings;
- participating on key committees such as Personnel and Finance;
- representing the organization in the community

Knowledge

- talk to the Manager to get background info
- Read the PICCS Policy and Procedures Manual in the Dragonfly office
- Refer to the INFORM guide for lots of good info on Boards, staffing, child care operation, etc.
- Look through the office file cabinets

Contact person

- must meet regularly (at least once per month) with the Manager to be kept informed of matters related to staff, childcare operations, community programs, relations with community partners, funding, and others.

Board Meetings (see attachment)

Participate on key Committees

- attend Personnel and Finance meetings as a participant, but allow other Board members to take the lead role
- advice: limit your volunteering for extra duties on these Committees to keep your workload down

Representing the organization in the community

- When speaking on behalf of PICCS, maintain a professional and confidential approach, remembering that parents & community partners often feel the Chair represents how well PICCS and Dragonfly is functioning.

Chairing a meeting

Chairing is a key factor in the effectiveness of meetings.

One of the most important roles of the Chairperson is steering the Board through its business effectively and efficiently. A good Chair will be mindful of the following basic points.

Before the Meeting

1. **Plan the Agenda** – plan the agenda, send out a draft agenda 7 days before the monthly meeting, ask members for any additional items. Decide the order and timing of the agenda, and who will introduce each topic. Send out the agenda a few days before the monthly meeting.
2. **Be well briefed** about each item and actions taken since last meeting.
3. Ensure all necessary **background papers** (including the last meeting's minutes) are sent out with the agenda beforehand.
4. Check with staff/board members that all relevant **practical arrangements** have been made, eg child care, etc.
5. Arrive in **good time** before the meeting is due to start. Set up chairs, etc.

During the Meeting

1. **Communicate** – Start the meeting on time. Welcome any new members or those sitting in for the first time. Make any necessary introductions. Try to be brief when making a point.
2. **Control** – Make sure quorum of 3 Board members are present. Maintain control. Set out any time limits but allow flexibility and freedom of expression. Keep to the agenda. Ensure time is used effectively and ensure proper minutes are taken.
3. **Coax** – Encourage full participation. Be prepared to highlight issues that no one else will and to be the one who always has to ask the awkward questions.
4. **Clarify** – Ensure everyone understands what is being discussed and summarize if necessary. If jargon and abbreviations are used, make sure that all present understand them.
5. **Decision Making** – Ensure that decisions are taken in the context of the organization's strategy and that they are recorded, together with who is going to implement them. Summarize decisions taken and action points to be followed up (ie who's responsible, by when).
6. **Guide** – Remember that above all you are there to guide the meeting. Steer members to work harmoniously and purposefully as a team. Keep an eye on time.

At the End of the Meeting

1. Remind of the date for the next meeting.
2. Agree what special items will be put on the agenda of the next meeting and confirm updates to the action table (what work needs to be done, by whom, etc.).
3. In the days following, ensure that the minutes are written up, checked by the Chair and sent out in good time.

Qualities, Skills and Knowledge of a Chairperson

A good Chairperson will:

- speak clearly and succinctly
- be impartial and objective
- be approachable
- be tactful
- be able to delegate
- show interest in all members' viewpoints
- have an ability to respect confidences
- be sensitive to the feelings of members
- start and finish on time
- have an understanding of the voluntary/community sector
- have knowledge of the organization's key networks
- have experience of Management Committee involvement
- have sound knowledge of the organization's work
- ensure decisions are taken and recorded
- ensure the organisation's policies are applied

Role of Chairperson	
Do	Don't
<ul style="list-style-type: none"> • Make all members feel valued 	<ul style="list-style-type: none"> • Be the person who talks most at the meetings
<ul style="list-style-type: none"> • Strive for consensus, using his/her casting vote sparingly 	<ul style="list-style-type: none"> • Allow meetings to become unproductive
<ul style="list-style-type: none"> • Plan for the future 	<ul style="list-style-type: none"> • Allow one or two people to dominate meetings
<ul style="list-style-type: none"> • Encourage new faces onto committee 	<ul style="list-style-type: none"> • Cut people out of discussions
<ul style="list-style-type: none"> • Listen to others 	<ul style="list-style-type: none"> • Make all the decisions
<ul style="list-style-type: none"> • Make new members feel welcome 	<ul style="list-style-type: none"> • Make people feel foolish or useless
<ul style="list-style-type: none"> • Allow others to take responsibility 	<ul style="list-style-type: none"> • Force people to contribute to discussions
<ul style="list-style-type: none"> • Keep calm 	<ul style="list-style-type: none"> • Lose his/her temper
<ul style="list-style-type: none"> • Know when to stand down 	<ul style="list-style-type: none"> • Stay too long