
TEMPLATE NO 1: A GUIDE FOR THE CHAIRPERSON

[NAME OF ORGANISATION]

Memo to:

From:

Subject:

Date:

As Chairperson of our organisation your responsibilities are to:

- Attend meetings
- Organise meetings with the assistance of the secretary
- Ensure that the meeting process is followed and all matters are attended to
- Ensure that everyone is given a fair hearing
- Perform your duties calmly under pressure
- Endorse the meeting minutes
- Perform your duties as a responsible trustee in addition to your role as chairperson
- Ensure that you do not use your position to influence trustee voting.
- Liaise regularly with the Manager/CEO
- Foster and maintain key relationships with [name organisations]
- Ensure a performance appraisal of the Manager is held annually