

**Chair of Directors Role**

In addition to the responsibilities of a director, the responsibilities of the Chair are: -

* Providing leadership to the organisation and the board by ensuring that everyone remains focused on the delivery of the company’s main objectives in order to provide greater public benefit
* Chairing and facilitating board meetings
* Giving direction to board policy making
* Checking that decisions made at board meetings are implemented
* Representing the organisation at functions and meetings and acting as a spokesperson as appropriate
* Bringing impartiality and objectivity to decision making

With the Manager of Community Payroll and Accounts

* Planning the annual cycle of board meetings and other general meetings where required, for example sub group meetings
* Setting Agendas for board and other general meetings
* Developing the board of Directors including induction, training, appraisal and succession planning
* Addressing conflict within the board and within the organisation and liaising with the manager where staff are employed
* Liaising with CPA Manager to keep an overview of the organisation’s affairs and to provide support as appropriate
* Leading the process of supporting and appraising the performance of CPA Manager in collusion with CABAD CEO and CPA supervisor
* Sitting on recruitment and selection, and disciplinary panels.
* Any other duties deemed relevant and appropriate but not listed.