

Welsh Masters Athletics Limited

Role of Committee Chairmen

Committee Chairmen will be responsible for any delegations to their Committee from the Board.

Committee Chairmen will be responsible for preparing timely reports to the Board of the Committee's progress against its objectives.

Committee Chairmen will select such individuals as they believe appropriate to be members of their respective Committees. (With the agreement of the Board, the Committee may consist of just the Committee Chairman, and the Chairman ex officio.)

Committee Chairmen will appoint one of the Committee to act as Committee Secretary.

Committee Chairmen will be ultimately responsible for ensuring all Committee members receive appropriate notice of meetings, together with papers (if any), that minutes of decision are drafted and circulated, although these tasks may be delegated to the Committee Secretary.

Notes on the chairman's work which forms part of this role –

The Committee Chairman needs to work with his/her Vice Chairman and Committee Secretary (if any) to ensure cover and commonality of approach. This will include regular contact with the Committee Secretary and agreeing the agendas and papers for meetings well in advance (guide c 2 weeks).

The Committee Chairman should ensure that the Committee meeting only discusses items on the agenda.

The Committee Chairman should be aware of the need to operate within the law and the Articles, together with any relevant agreed Company policy decisions.

As a meeting chairman the Committee Chairman should encourage full participation and debate, while ensuring those with dissenting views are given adequate opportunity to express their opinions, and curtailing discussion by those who are simply repeating what has gone before. S/he should ensure that questions are properly answered and, if not, the item concerned should be deferred to the next meeting or dealt with between meetings. S/he should endeavour to ensure the meeting keeps within the agreed timespan. S/he should involve other officers of the Board as appropriate (eg Treasurer and Company Secretary).