

# **Duties and Responsibilities of the Chairman**

## **1. PLANS AND PREPARES THE MEETING:-**

They are responsible for the arrangements for calling and holding the meeting.  
They plan an efficient method of working, which assists the members to reach a successful conclusion.

## **2. BRIEFS THEMSELVES:-**

They study all relevant information.  
They anticipate the need and interests of the members so that they know, or have available information which may arise out of questions or requests.

## **3. ATTENDS REGULARLY AND PUNCTUALLY:-**

They should set a good example to the members.  
They should arrive early to check the physical arrangements and to welcome the members.

## **4. CONDUCTS THE MEETING:-**

Although they are in control, their function is to serve the members, they should:-

- a) Introduce the agenda items and ensure that all members know what is to accomplish and how to do it.
- b) Stimulate an exchange of ideas and experience among the members.
- c) Ensure that all members have an opportunity to express their views freely.
- d) Keep the members aware of the meeting objectives.
- e) Guide and progress the discussion towards the achievement of the objective.
- f) Keep an eye on the time!

## **5. PARTICIPATES:- by**

- |   |                                |
|---|--------------------------------|
| - LISTENING, to analyse the meaning and relevance of members contributions. |                                |
| - asking questions  | - clarifying misunderstandings |
| - correcting mistakes   | - rejecting irrelevancies      |
| - co-ordinating the views of members  | - giving information if needed |
| - summarising conclusions   |                                |

## **6. LEADS THE GROUP**

They should look upon the group as a team, the team has a task to perform, and as leader they should maintain harmonious group relationships, and develop individuals by encouraging them and rewarding their efforts and supporting their difficulties.