



**(SAMPLE ONLY)**

## **CHAIRPERSON JOB DESCRIPTION**

The Chairperson is the principal leader of the [ NAME ] Branch/Stream/Division and has overall responsibility for the branch/stream/division's administration.

The Chair sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the Chair is to facilitate effective committee meetings.

The Chair is elected by the [NAME OF GROUP OR TYPE OF MEMBER eg Branch, Spatial] members and is responsible for representing their views.

### **Key Responsibilities and Duties**

The Chair shall:

- Manage committee and/or executive meetings
- Manage the annual general meeting
- Represent the Branch/Stream/Division at local, regional, and national levels
- Act as a facilitator for Branch/Stream/Division activities
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

### **Knowledge and Skills Required**

Ideally the Chair is someone who:

- Can communicate effectively
- Is well informed of all organisation activities
- Is aware of the future directions and plans of NZIS and members
- Has a good working knowledge of the constitution (rules) and the duties of all office holders and sub-committees
- Is a supportive leader for all members.

### **Period of Appointment and Estimated Time Commitment**

The President is appointed for a [# of YEARS] term. (Note - usually two years.)

The estimated time commitment required as the Chair is [\_\_\_\_] hours per week.

*(The time commitment required as the Chair varies greatly from group to group. Smaller branches/streams/divisions may require the Chair to spend only half an hour to an hour per week whereas larger groups may require two to three hours per week.)*