

## **CHAIR ROLES, RESPONSIBILITIES AND GUIDELINES**

People often assume that the person with the most subject matter knowledge makes the best Chair. On the contrary, the most effective Chairs are skilled facilitators. Effective Chairs draw out various viewpoints and enable thoughtful discussions and decisions.

### **Effective Chairperson Traits**

*An effective chairperson:*

- Helps all members feel valued and fosters a culture of respect.
- Acknowledges cultural differences, power, and privilege and works to achieve equity.
- Keeps discussion on point - diplomatically redirects discussion that is not relevant to the agenda item or action needed.
- Understand parliamentary procedure.
- Keeps focused on the group's goal and facilitates progression towards this goal.

### **Chairperson Agenda Responsibilities**

- Attend virtually all meetings; though Vice-Chair will serve in the Chair's absence
- Open meetings
- Introduce items
- Call for motions and manage discussion
- Confirm understanding of motions
- Call for votes
- Open and close public comment
- Close meetings