**Role Description – Chapter Chair**

The Chair is responsible for the proper conduct of the committee meetings and will represent the Chapter at meetings and events both within the RIBA and externally. The Chair must be a Chartered member. The Chair's term of office shall normally be two years. S/he may be re-elected for up to two further terms, but may not serve for more than six consecutive years without a two-year break.

**Main duties of the Chair**

The role of the Chair is to ensure that the Chapter Committee meetings function effectively:

(i) The Chair is responsible for making sure that each meeting is planned and conducted according to Chapter requirements;

(ii) The Chair is responsible for the preservation of order, proper presentation of motions and voting and the completion of the agenda and ensuring that all members of the Chapter are allowed to fully participate in the meeting;

(iii) The Chair should check, at the outset of any meeting, whether any committee members have any conflict of interest

(iv) The Chair must act impartially to ensure that all matters of opinion are given a fair hearing and that meetings are conducted courteously and efficiently;

(v) The Chair must ensure that the decisions and actions arising from the meeting are properly recorded in the minutes

(vi) The Chair is expected to ensure that the particular skills of Chapter committee members are used as effectively as possible; and

(vii) The Chair shall ensure that the Committee does not enter into financial commitments in excess of its resources

The Chair acts as a liaison, link and conduit for information between the committee and the RIBA. In this role as single point of contact the Chair may also occasionally attend other events where the Chair is expected to represent the views of the committee they Chair.