

How to Make Your Job as Chairperson More Manageable

1. Introduce yourself at the beginning of the meeting. Don't assume everyone knows who you are. If the group is a reasonable size, have everyone introduce themselves as well.
2. Review the agenda and establish ground rules.
3. Direct the discussion. Keep people on topic. If irrelevant issues are being brought up, remind the group that there will be a time for new business at the end of the meeting. If people are repetitive, restate the information they have shared and move onto the next speaker. If a decision needs to be made, call for a motion and take a vote. Keep your opinions to a minimum.
4. Facilitate voting and decision making. Never assume there is an agreement until it is put to a vote.
5. Do not abuse the power of the Chair. Do not ignore people who want to speak and do not monopolize the floor. A Chairperson should be neutral. If you want to voice your opinion, temporarily step out of your role as the Chair, and then voice your opinion. When finished, return to your role as the Chair. When your turn is finished, do not continue to speak.
6. Disagreement between the membership is inevitable. Mediate arguments when they arise. Remain impartial and fair. Give each person an opportunity to state his or her own point of view.
7. Publicly state in review what has been done. Review all discussions, decisions made, and the tasks to be assigned. Make sure that people leave the meeting with a clear understanding of what decisions have and which tasks are to be done by whom.
8. Make every attempt to be as organized as possible. Use a watch and follow the agenda. When it is time to end a discussion, announce that time is almost complete. Select the final speakers and their order from those still indicating a desire to speak. The discussion should end when those people have had their turn.
9. Do not be afraid to delegate duties and tasks. Be aware that you cannot do everything on your own.
10. Follow-up on the assignments after the meeting. Sometimes members need to be encouraged to get things done. You may need a lot of positive reinforcement to get things accomplished. Stay on top of things to ensure completion and success of the assigned task.

Vice Chairperson or Vice President

This position assists the chairperson. The person serves in an advisory capacity to the Chair. In absence of the chairperson, the vice-chairperson conducts the meetings and exercises all of the usual duties of the chairperson. This position should also be a person with strong leadership qualities.

Some of the responsibilities of the Vice-Chairperson are:

1. Effectively manage and facilitate meetings in the absence of the Chair.
2. Step into the Chair position in the event that the Chair is unable to complete his or her term.
3. Follow-up on tasks assigned to members of the association.

Secretary

This position records the minutes of the meetings and makes sure that copies of the minutes, agendas, and other records are available for the board and the public.

Some of the responsibilities of the Secretary are:

1. Record the minutes during all association meetings.
2. Maintain current and comprehensive membership records.
3. Record all of the official correspondence of the association
4. Pass along important to be included in association newsletters.

Treasurer

The treasurer is responsible for the funds of the association. Most boards do not require anything but an occasional status report from the Treasurer. Someone should be selected that will take the duties of the position very seriously since the fiscal condition of the association is crucial to the future well being of the group.

Typical duties of Treasurers are to:

1. Pay all of the association's expenses in a timely and accurate manner.
2. Collect and deposit all funds received by the association.
3. Maintain a financial accounting system that is adequate and thorough for the association.
4. Collect voluntary dues from members of the association