

MUSCULAR DYSTROPHY IRELAND
THE ROLE OF THE CHAIRPERSON



- Act as facilitative leader of the network.
- Plan board meetings with the secretary or the senior member of staff.
- Keep order at meetings and make sure everyone has their say.
- Make sure that meetings are time limited and that discussions stick to the point.
- Ensure that decisions are made and that they are arrived at in a fair and orderly fashion.
- Summarise decisions made after each agenda item.
- Remain as impartial as possible.
- Look over the minutes of the meeting before they are circulated to the rest of the board.
- Ensure that decisions made are implemented.
- Liaise with staff to keep an overview of the network's affairs and to provide support as appropriate (an effective relationship with the most senior member of staff is crucial in this respect).
- Ensuring that the network's workload is fairly distributed.
- Represent the network externally.