

## ROLE OF THE CHAIR.

- To keep the meeting under control.
- To ensure the agenda is dealt with fairly, effectively and within the allotted timescale.
- To be fair and impartial.
- To ensure members views are aired and everyone is allowed to speak equally.
- To consult and involve all members.
- To stop any one person, or group, from dominating the meeting.
- To coax shy or reluctant members to participate.
- To encourage debate, where relevant, without allowing a free for all.
- To direct the group to reach decisions when