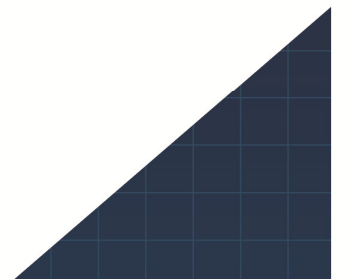


# SSSI CHAIR RESPONSIBILITIES POLICY

June, 2011



## POLICY REGISTER

**Policy No:** 2011/2

<b>POLICY TITLE</b>	SSSI Chair Responsibilities Policy
<b>OFFICER RESPONSIBLE</b>	SSSI CEO
<b>LAST REVIEW DATE</b>	June 2011

### OBJECTIVES

The objective of this policy is to identify the expectations of taking on the role of a Chair on any committee in SSSI. This Policy outlines the objective of how to effectively run a meeting, the reporting requirements and the general responsibilities of the office holder.

### POLICY STATEMENT

This Policy has been approved by the Board of Directors of SSSI on 25 May 2011.

## SSSI Committee Chair Responsibilities

Thank you for becoming involved with SSSI as a Committee Chair. The role of the Chair of a committee within SSSI is an important responsibility and not one that can be taken lightly. Chairs of SSSI committees are expected to guide their committees and work with REOs (if applicable) to develop necessary work plans and meeting agendas and to work in consultation with the Consultative Council and Board to further strengthen the Institute. This document should be read in conjunction with the SSSI Constitution and the strategic direction of the Institute and is a document that outlines the principle responsibilities of the position that you have been elected to.

To give you a little background on the governance arrangements, the Constitution outlines the following:

Regional Committee:

- The role of a Regional Committee shall be to formulate and discuss regional policy relevant to its Region, the delivery of regional membership services, to formulate and recommend budgets for the Region to the Directors or otherwise as shall be determined by the Directors from time to time. The Directors shall make Rules for governing the role and conduct of the Regional Committee.
- A Regional Committee shall at its first meeting after the election of the Regional Committee pursuant to **Clauses 31** elect a Chairperson and Vice Chairperson.
- The Chairperson of the Regional Committee or if the Regional Committee shall otherwise determine a representative nominated by the Regional Committee who is a member of the Regional Committee shall be a member of the Consultative Council.
- The Regional Committee shall fill a casual vacancy in the office of Chairperson, Vice Chairperson or representative pursuant to **Clause 33.3** of the Constitution by election from amongst its members.

National Commission Committee:

- The role of a National Commission Committee shall be to formulate and discuss national policy for the Commission and to advise the Council and the Directors on matters relating to the Commission or otherwise as shall be determined by the Board from time to time. The Board shall make Rules for governing the role and conduct of the National Commission Committee.
- Every two years at a time nominated by the Directors the National Commission Committee shall elect a Chairperson who shall (despite the period of his or her election in a Region) hold office for the ensuing two years.
- The Chairperson of a National Commission Committee shall be a member of the Council whilst holding the office of Chairperson of the National Commission Committee.

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The role of the Chair of the individual committees including Regions/Commissions/SIGs should include the following:

- The chair's primary role is as a facilitator;
- Represent the interests of the Institute at the Regional/Commission/SIG level;
- Approve draft minutes/reports of committee meetings before their distribution;
- Ensure that there is appropriate representation on the Consultative Council;
- Report to the committee on any issue that has been reported by the President, Board, Consultative Council and/or CEO;
- Report to the committee on decisions of the Consultative Committee;
- Where appropriate, guide the committee in proposing new activities and services that will further the mission and goals of the Institute;
- Where appropriate, make policy recommendations to the Consultative Council for transmission to the Board;
- Ensure that Regional Rules (if applicable) are adhered to.

### **Meetings**

- With the help of the REO (if applicable), provide an agenda with the beginning and ending times for the meeting, meeting location, a list of committee members, and the agenda of topics.
- Sequence agenda items thoughtfully. Start the meeting with topics that will unify the committee, and with topics that will require mental energy, creativity, and clear thinking. Do not put difficult topics back-to-back.
- Provide at least minimal written background information for each agenda item.
- Indicate whether the item is for discussion only or if action is expected.
- Identify the person who is presenting each item.
- Guide, mediate, probe, and stimulate discussion. Monitor talkative members and draw out silent ones.
- Encourage a clash of ideas, but not of personalities. If emotions run high over a difficult issue, return the floor to a neutral person, seek a purely factual answer, or take a break.
- Keep discussions on track; periodically re-state the issue and the goal of the discussion.
- In moving toward a decision, call on the least senior or vocal members first to express their views. Discussions tend to close down after senior members express strong views.
- Seek consensus; unanimity is not required.
- Announce the results of actions taken and explain the follow-up to be taken and by whom.
- Close the meeting by noting achievements.
- Following adjournment, meet briefly with the REO to agree on follow-up actions and focus on responsibility.

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## Reporting

- Minutes of meetings - include the date, time, and place of the meeting. Note the name of the chair, members present and absent and other key people in attendance.
  - Minutes - Note all formal motions and report on passage or defeat.
  - Note all decisions reached, including motions passed and follow-up actions to be taken, with deadlines for implementation.
  - Include brief summary of discussions. Do not attribute comments to members except possibly where formal motions are introduced.
  - Provide information on the time and place of the next meeting.
  - Minutes should be prepared as soon as possible (and within 7 days were possible) after the meeting. They should be shared with the committee with a request that members contact the chair or REO (if applicable) if errors are noted.
- Monthly report from the Region/Commission/SIG to be submitted to Head Office by 20<sup>th</sup> of each month.

## Responsibilities of Other Office Holders

- Vice Chairperson
  - In the absence of the Chair assume the full role of the Chair.
- Treasurer
  - Ensure that they have the most up to date P&L for the previous month.
  - Ensure that there is sufficient funds to ensure that the Region/Commission/SIG is solvent.
  - Discuss income and expenditure as it relates to the Region/Commission/SIG.
  - Six Monthly meeting with the National Treasurer to discuss Budgets and tracking the budgets.
- Consultative Council Representative
  - Ensure that the Committee is briefed on action and outcomes of the Consultative Council.
  - Ensure that the nominated representative is able to participate fully in the two hour meeting on a monthly basis.
  - Identify an alternate for the CC in the event that the representative is unable to attend the CC meeting.
- Other Representational Duties (eg. FIG )
  - If you are nominated or are self nominating for a volunteer role outside SSSI but would like the support of SSSI, a letter of request for endorsement should be forwarded through the Chair to the CEO for endorsement from the SSSI Board, if appropriate this nomination should be endorsed through the Consultative Council. Any funding or request for expenditure must be borne by the supporting Region/Commission/SIG Budget and must be approved prior to accepting the role in question.

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