



Dartmouth & District  
Chamber of Commerce

## Chair/Co-Chair Role Definition

The essential role of the Chair/Co-Chairs is to:

### Provide strategic leadership

- ensure clarity of vision, purpose and values
- uphold the values of the Chamber and hold the Committee to account for their behaviour in line with the Chamber's Code of Conduct
- provide leadership to the Committee to ensure, with Executive Members, that the Chamber operates efficiently and effectively to fulfil its objectives

### Develop the Committee

- ensure the Committee's composition and development is purposeful and appropriately skilled for the work in hand
- ensure that the Committee matches the diversity of the Chamber's members and provides the range of knowledge, skills and experience necessary to deliver the Chamber's aims
- oversee the induction and development of Committee

### Manage the Committee's work

- ensuring the organisation is accountable and transparent in its activities
- ensure proper information for the Committee to carry out its work and stay focused on its key tasks towards fulfilling the purposes of the Chamber
- plan and conduct Committee meetings effectively
- facilitate all Executive Members to be involved in the Committee's work
- provide robust oversight of any sub committees, working parties or task forces of the Committee

### Manage risk and ensure compliance

- model high standards of governance
- put in place effective risk management
- ensure compliance with any relevant charitable or company legislation as applicable
- provide oversight of robust financial management

### Review performance

- engage the Committee in assessing and improving its performance as a membership organisation
- ensure a high performing and effective team by committing to regular review of Committee performance
- ensure succession planning is in place



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## Chair/Co-Chair Personal qualities and behaviours

### Motivation and style

- Altruistic
- Sense of humour
- Empowering
- Friendly and approachable
- Humble

### Capacity to lead

- Committed to the aims, purposes and values of the organisation
- Able to devote enough time to the organisation
- Clear about the Chair/Co-Chair role
- Capable of seeing the 'big picture' and able to communicate it to others
- Capable of clarifying and resolving issues
- Capable of handling sensitive or contentious issues
- Capable of collaborating

### Personal attributes

- Confident
- Reflective
- Able to be an active listener
- Organised and focused
- Curious and open to ideas
- Innovative

### Ability to relate

- Flexible
- At ease with people
- Non-judgemental
- Calm
- Compassionate

### Ability to advance the organisation externally

- Competent to represent the organisation and the views of its members
- Ability to connect and influence with key people
- Willingness to use connections to advance the organisation