

RROMAC Elections Subcommittee

Officer elections – Items to consider

Main duties of the Chair:

The responsibilities of a Chairperson can be summarized under five areas:

1. Provide leadership.
The overarching role of the chairperson is to provide leadership, they must be an effective strategist and a good networker.
2. Ensure RROMAC functions properly.
The Chairperson is responsible for making sure that each meeting is planned effectively and that matters are dealt with in an orderly, efficient manner. The Chairperson must make the most of all his/her committee members, building and leading the team. This also involves annually reviewing the Committee's performance and identifying and managing the process for renewal of the Committee through recruitment of new members.
3. Ensure RROMAC is managed effectively.
The Chairperson must co-ordinate the Committee to ensure that appropriate policies and procedures are in place for the effective management of the organisation.
4. Provide support and act in an advisory role to LUT.
The Chairperson will often be the direct line manager LUT
5. Represent the RROMAC as its figurehead.
The Chairperson may from time to time be called upon to represent the organisation and sometimes be its spokesperson at, for example, functions or meetings.

Qualities and Skills Required

- Leadership
- Communication and interpersonal skills
- Impartiality, fairness, and the ability to respect confidences
- Ability to ensure decisions are taken and followed-up
- Timekeeping
- Tact and diplomacy
- Understanding of the roles/responsibilities of RROMAC/LUT
- Experience of organizational and people management
- Understanding of the operating environment of LUT.

Ensure RROMAC functions properly

- Plan and run meetings in accordance to the governing document.
- Ensure matters are dealt with in an orderly, efficient manner.
- Bring impartiality and objectivity to meetings and decision-making.
- Facilitate change and address conflict within the committee.

RROMAC Elections Subcommittee

Officer elections – Items to consider

Key traits for an effective Chairperson

- Ability To Chair Meetings:
The ability to manage those meetings effectively is key. Chairmen must ensure that all the business is discussed in line with the agenda, that everyone's views are heard and discussed, that clear decisions are reached and accepted and that they follow up to make sure agreed actions are carried out
- Understanding The Business:
An exceptional Chairperson understands the business, its culture, people and processes. They also understand the wider community and prepare the RROMAC for all eventualities.
- Ability To Influence Others
A good Chairperson is responsible for ensuring that all RROMAC committee members are using their own unique skills for the good of the organization. They must ensure all members contribute to discussions and the decision-making process and they must allow each Board member to express their views, even if they conflict with the Chairperson's view. Developing effective communication with Board members is key. An exceptional Chairperson is careful not to allow their own personalities to dominate. They are willing to be challenged on their own views and enjoy open debate.
- Ability to be Assertive and Supportive
A good Chairperson gives strength and support to others while being resilient themselves.
- Good Communication
One of the exceptional Chairperson's secrets of success is effective communication. Through effective communication, the Chairperson gains the confidence of the committee and provides clarity in meetings.