

Role Description: IAC Committee Chairperson

What is the Role of IAC Committee Chairpersons?

The Chairperson provides leadership to the committee and ensures that the committee fulfils functions properly. The Chairperson seeks to ensure full participation during meetings and that all relevant matters are discussed and that effective decisions are made and carried out. The Chairperson is generally the spokesperson for the committee and should work to maintain key relationships within and outside the committee.

Main duties of the Chairperson

The responsibilities of an IAC committee Chairperson can be summarised as follows:

1. **To provide leadership:** A leader is someone who has the ability to inspire confidence and support among the people who are needed to achieve the goals of the committee. An effective Chairperson is non directive and allows each person in the group to use their experience, knowledge and skills as a learning resource for the group as a whole.

2. **To ensure the committee functions properly:** The Chairperson is responsible for making sure that each meeting is planned, run and recorded effectively. Each committee has a *Terms of Reference* (TOR) and matters should be conducted in accordance with those and 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 regularly reviewing the committee's performance and identifying and managing the process for renewal of the committee through recruitment of new members.

3. **To report to the IAC Executive Council:** This is done in accordance with the committee Terms of Reference. For example, most committees report on committee progress at two EC meetings each year.

4. **In General a Chairperson will:**
 - Be well informed of all IAC activities and able to provide oversight.
 - Set specific goals and plans in order to achieve the goals of the committee.
 - Work with the committee to ensure the necessary skills are represented on the committee and that a succession plan is in place to help find new committee members when required.
 - Be a person who can develop good relationships internally and externally.
 - Be forward thinking and committed to meeting the overall goals of the committee.
 - Be able to work collaboratively with other committee members.
 - Chair committee meetings ensuring that they are run efficiently and effectively.
 - Serve as a spokesperson when required.
 - Assist in the development of partnerships with other committees and individuals that are relevant to the goals of the committee.