



# Chairperson

## HEN Description of Responsibilities Consecutive terms limited to 3 years

revised October 2020

### General Responsibilities for all NCB members

Each NCB member

- shall function within the remit of the HEN Constitution.
- shall treat each other with respect and adhere to the Code of Conduct for NCB Officers as set out per NCB policy.
- has a responsibility, in addition to the specific duties for each role, to participate in matters related to the daily operation of HEN, including discussions and decision making for policies and issues that arise.
- should endeavour to attend a minimum of two NCB meetings in the year in which they serve, from one AGM to the next.
- needs to be able to carry out additional business of the NCB outside of the NCB meetings via electronic means, including by email, Facebook groups and phone.
- Will be aware that any email address they use will come under the remit of the Data Protection legislation. It is therefore advisable that they use a generic HEN email address and not their personal email address for electronic correspondence.

### Specific Responsibilities for the Chairperson:

Leadership:

- Leads by example, acting with respect for the other officers and for the HEN Constitution;
- Shows diplomacy and tact through good communications skills;
- Ensures that the NCB “lives” the ethos of the organisation, particularly by being supportive to the members and each other;
- Represents the members in the management of the organisation, as do all other NCB Officers. (He/she must not allow personal interest to come into play with making decisions, in dealings with the public or with other officers.)

Meetings:

- Chairs HEN meetings, e.g. AGMs, EGMs and NCB meetings;
- Ensures that a quorum is present and keeps to the agenda;
- Guides open discussion among those present and involves as many people as possible;
- Ensures that the meeting is productive through time management of the items discussed;
- Agrees follow up actions at each stage, i.e. what, by whom and by when.

Decision Making:

- Ensures that, where time permits, decisions are attempted to be made by consensus. This means that where contrary views are expressed a short time is

allowed to discuss (with tact and respect) and negotiate with a view to forging a decision with which all are agreeable. This does not mean that the participants will necessarily be 100% in agreement with the decision reached, but are satisfied that it is the best outcome in the circumstance;

- Where there is no consensus, decisions are made by simple majority voting. The Chairperson has a casting vote. (The Chairperson does not have the authority under the HEN Constitution to reach decisions about the direction of the organisation without the support of the majority of the NCB.)
- Sets clear time limits to give opinions on a topic, so that decisions can be made in a timely manner.
- Manages the process for decisions made outside of official meetings, e.g. by email or Facebook groups, ensuring that online discussions are respectful and that decisions are made in a timely manner.

#### General Management:

- Ensures that the organisation is managed effectively by the NCB.
- Ensures that HEN/NCB policies and protocol are followed and up to date.
- Ensures that the aims and objectives of the organisation are met; sets agenda items with a view to meeting these aims and objectives, including making suggestions for long-term strategies where necessary.
- Reviews the HEN Newsletter prior to publication to ensure content is appropriate.
- Represents HEN publicly, including with State authorities, media, the public and other organisations. He/she/they may make statements on behalf of HEN but must ensure that statements or other representations are discussed and agreed with the NCB. Carries out consultation with membership as needed to ensure that the content of statements accurately represents the views of HEN.

#### Mediation:

- Mediates in situations where there are interpersonal difficulties between NCB Officers and/or members, making every effort to ensure that such disagreements do not adversely affect the organisation.
- Arranges for a Mediation Officer where deemed necessary.