

The Art of Standing not Sitting

Chair Training



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After this session you will be able to...

...identify the role and responsibilities of a Chair.

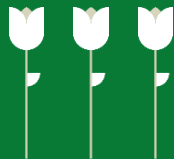
...identify how to work with your committee.

...know how to prepare for meetings.

...know where to go for support.



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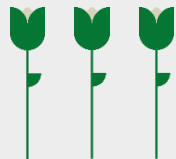
Chair Duties

- Oversee all activities of the group, alongside the committee.
- Liaise with and delegate duties to committee members.
- Represent members' views to committee.
- With the treasurer, manage the Group accounts effectively and act as a signatory.
- Ensure Group adheres to all health and safety standards.
- Ensure Group meets all requirements set out in the Groups Policy.
- Ensure all committee members complete compulsory training for their role.



Who is on your committee?

How should you work with
the committee?



Committee Responsibilities



Each role has specific duties, but the whole committee improves the group and their own skills by...

- Effective event management.
- Leading teams and meetings.
- Sponsorship accrument.
- Personnel management.
- Effective communication.
- Maintaining relationships with external organisations.



What do you think?

What can you do to
help everyone feel
welcome and
confident as you
start your roles?



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Being a Great Chair



WHAT TO DO



WHAT TO AVOID



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How do you Chair an effective committee?

Chairing the Group

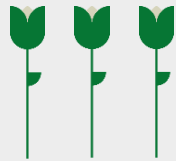


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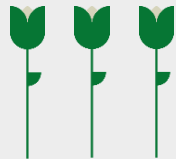
How do you actively involve your committee members in the running of the group?

Chairing the Group



How do you create an inclusive atmosphere in your committee and your group?

Chairing the Group



How do you prepare for meetings?

Chairing Meetings

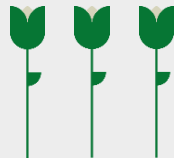


In meetings there are
sometimes difficult
participants, how would you
handle such situations?

Chairing Meetings



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Scenarios: What would you do?

Discuss what you would do, if faced with these scenarios, with the people near you.



Scenario 1

One of your committee members has become extremely withdrawn. They seem disinterested and rarely share their ideas anymore.

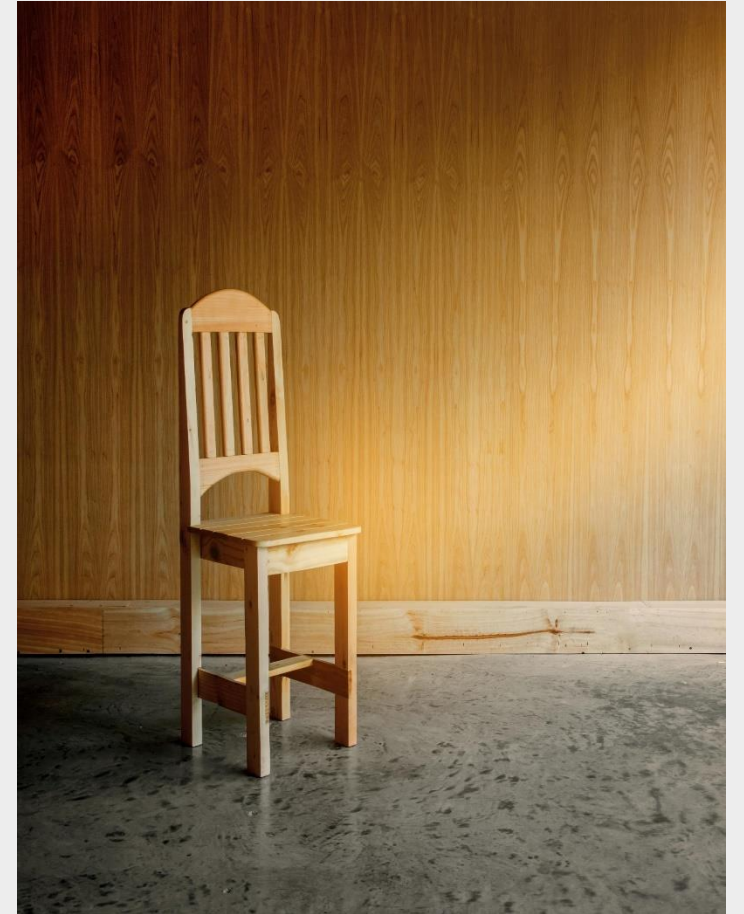
What should you do?



Scenario 2

Your Social Sec has been contacted by a local business offering a personal financial kickback if members attend an event they are hosting. Your Social Sec is insistent that the entire group attend the event. They said those who don't come will face consequences.

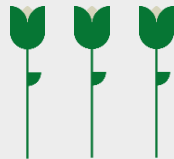
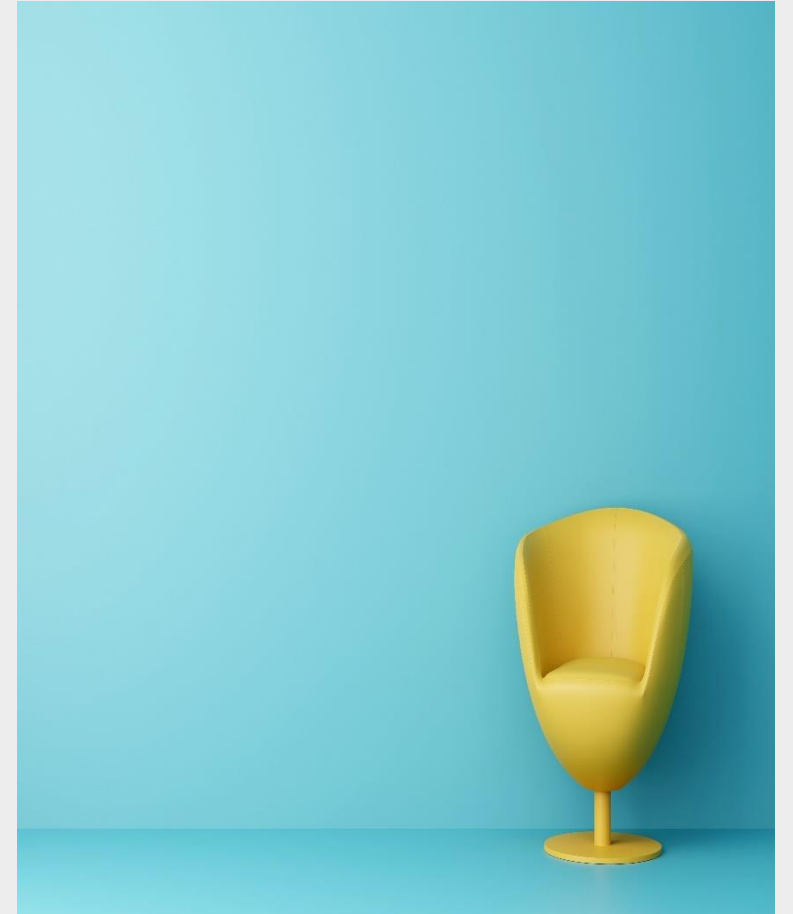
What should you do?



Scenario 3

Your biggest event of the year is coming up soon and two of your committee members have stopped attending meetings and answering emails.

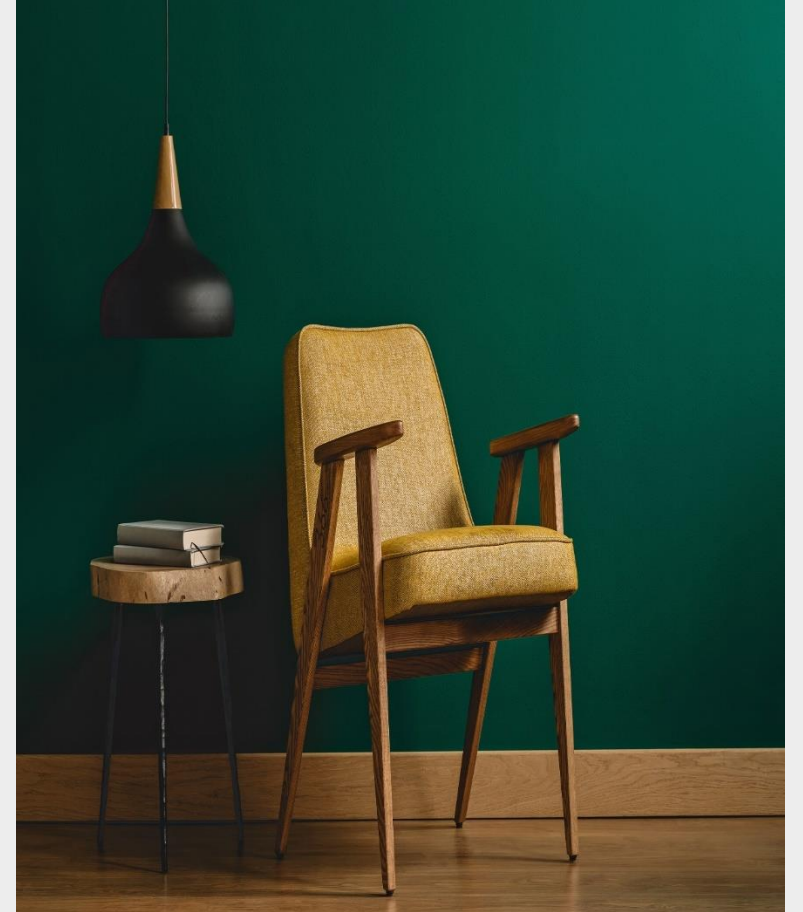
What should you do?



Scenario 4

Your committee has been meeting regularly but you're finding that many projects are landing on you. You're tired of picking up the slack of everyone else. You have tried addressing this and giving out tasks more fairly, but it doesn't seem to be helping.

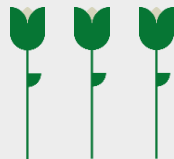
How would you go about resolving this?



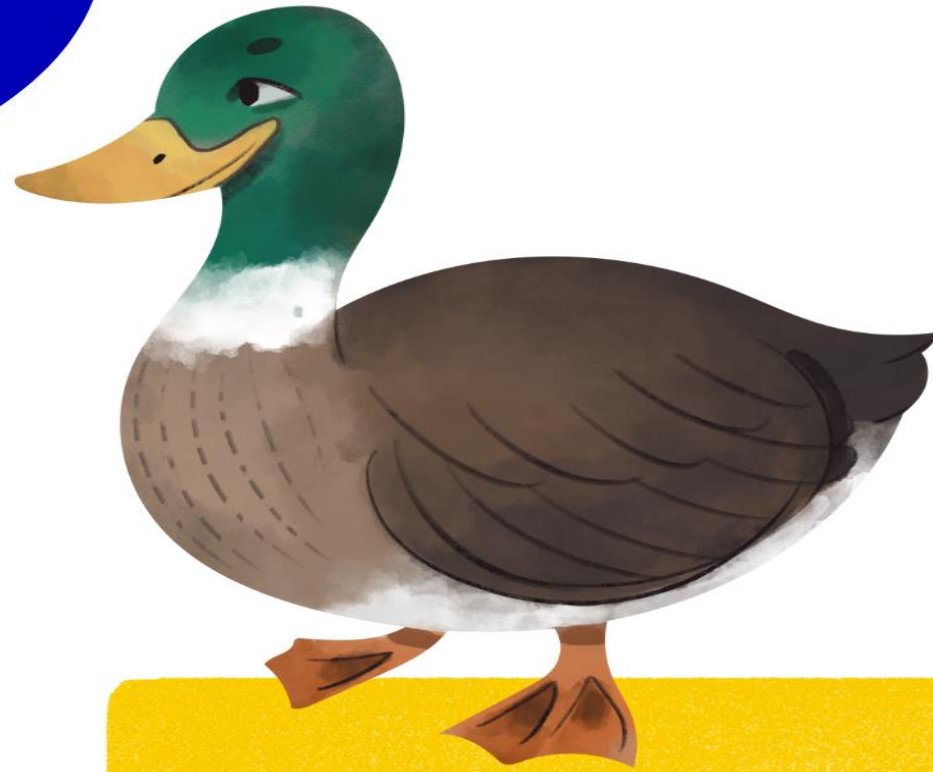
Any Questions?



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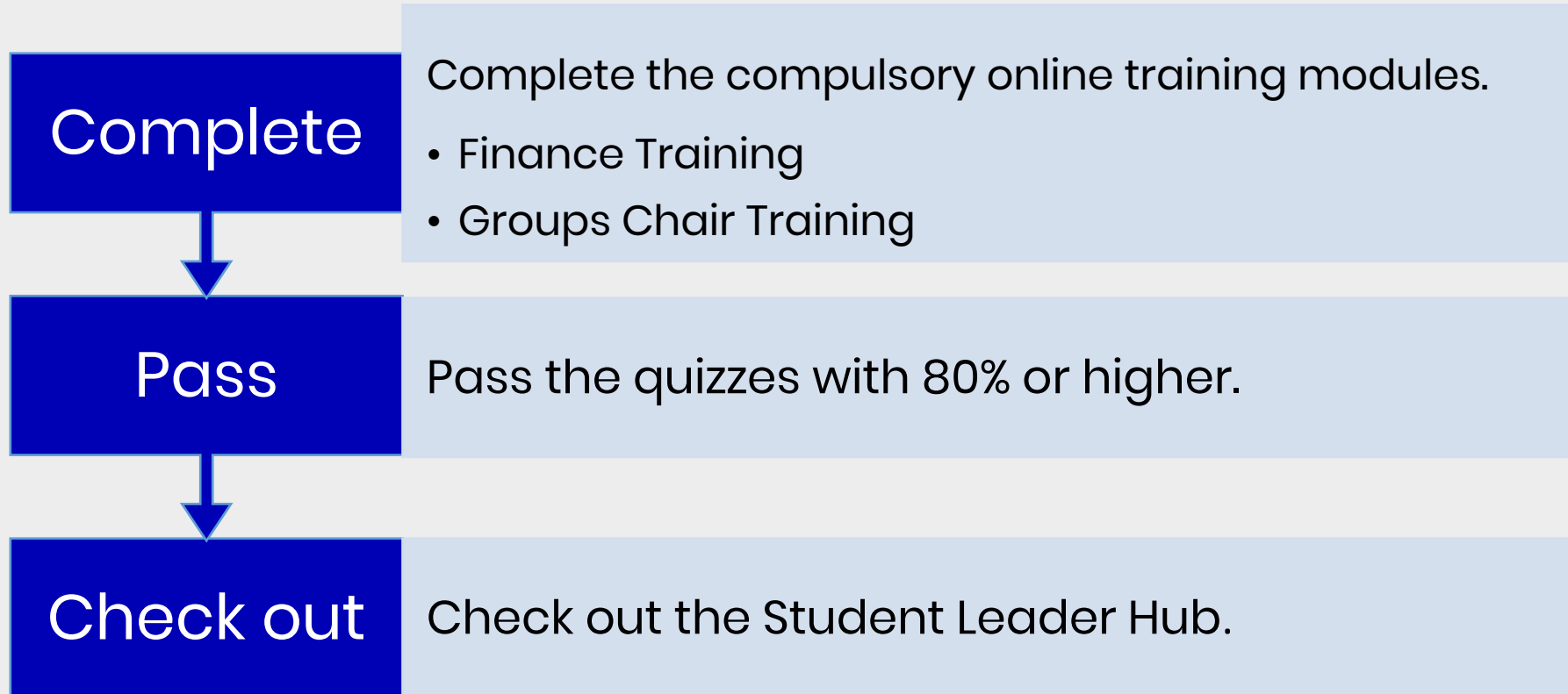


Hello!

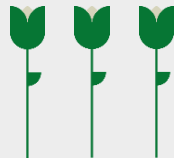


Come see us for a chat
whenever you need some support!

Next Steps



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Tuesday's Schedule

Session	Time	Session Title	Where	Deliverer
	5.00- 5.30	Welcome	CB 3.9	Sam Cook
First session	5.30 - 6.15	The Art of Standing not Sitting - Chair Training	CB 3.9	Activities Officer and Sports Officer
Second session	6.20 - 7.05			
First session	5.30 - 6.15	Show me the Money - Finance Training	CB 4.1	Finance Team
Second session	6.20 - 7.05			
First session	5.30 - 6.15	Welfare Training	CB 4.16	Sam Cook and Jo Dixon
Second session	6.20 - 7.05			
First session	5.30 - 6.15	Marketing Training	CB 3.1	Marketing Team
Second session	6.20 - 7.05			
	7.10 - 7.30	Round Up	CB 3.9	Sam Cook



Thursday's Schedule

Session	Time	Session Title	Where	Deliverer
	4.00- 4.30	Welcome	CB 2.6	Sam Cook
First session	4.30 - 5.15	The Art of Standing not Sitting - Chair Training	CB 2.6	Leah McCue and Chairs
Second session	5.20 - 6.05			
First session	4.30 - 5.15	Show me the Money - Finance Training	CB 5.1	Finance Team
Second session	5.20 - 6.05			
First session	4.30 - 5.15	Welfare Training	CB 4.1	Sam Cook and Jo Dixon
Second session	5.20 - 6.05			
First session	4.30 - 5.15	Marketing	CB 3.5	Marketing Team
Second session	5.20 - 6.05			
	6.10 - 6.30	Round Up	CB 2.6	Sam Cook

