

		<b>IQA Policy P10.4</b>	
<b>National Secretariat</b>		<b>Role of the Branch / Sub-Branch Chairperson</b>	
<b>Policy Number:</b>	P10.4	<b>Version:</b>	04
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## 1. Roles and Responsibilities

### A. The Role of the Branch/Sub-branch Chairperson:

Being a chair is a very important role. It will be an interesting activity and at times will be challenging. Your role is to ensure that the business which comes to your branch/sub-branch committee is dealt with appropriately, and that the committee reaches a consensus, so enabling the organisation to move on through the governance requirements. It is essential that you are familiar with the IQA constitution and the terms of reference for Branch/Sub-Branch committees.

### B. The Branch or Sub-branch Secretary shall:

- draw the new member's attention to the roles and responsibilities of the Branch or Sub-branch in general, and the roles and responsibilities they will be expected to undertake as a Chairperson.
- discuss any concerns they may have.

### Main Activities:-

The chairperson is critical in creating the right environment for committee effectiveness, not only at committee meetings but also outside the meeting. Accordingly, a successful chairperson must have the ability to inspire and motivate members of the committee and is responsible for.

- The day-to-day management of the branch and its programme;
- Compiling the Branch / Sub-Branch report to the IQA Advisory Council on a twice yearly basis;
- Attending the quarterly National teleconference;
- Encouraging their Branch / Sub-Branch to consider a Chairperson transition period and to ensure that appropriate succession planning strategies for the Chairperson role are put into place by the Branch / Sub-Branch.
- Chairing branch meetings, managing the meeting by leading the committee and facilitating discussion mindful that the committee belongs to the IQA, not to the chair;
- Calling periodic and regular committee meetings to discuss progress and make decisions;
- Working closely with the Branch Secretary, Treasurer and administrators in ensuring the smooth running of the branch;
- Encouraging and enthusing members of the branch to become involved in activities;
- Liaising with the Secretary to develop the agenda and structure for meeting. Provide at least minimal written background for each agenda item; whether the item is for discussion only or if action is required and identify the person who is presenting each item;

. Liaising with the Branch Secretary to ensure that a copy of the Branch meeting agenda is provided to the General Manager 7 days prior to any Branch meeting and the draft minutes of the meeting are provided to the General Manager within 14 days of the meeting occurring.

- Acting as the public face and spokesperson for the branch;
  - Establishing a clear and concise goal for the branch including what the branch hopes to accomplish and by when. Guide the committee towards these goals and timelines;
  - Drafting volunteers to join the committee and assign people to key positions within the group;
  - Giving clear direction to the committee, their roles and what is expected;
  - Reporting to the IQA Advisory Council at the IQA Advisory Council meetings when held;
  - Attending IQA Advisory Council meetings where the Branch Council Representative is unable to attend.
  - Avoiding any conflict of interest in fulfilling the chairperson role in relation to any suppliers, industry representatives or associated groups of the Branch / sub-branch.
  - Having a clear understanding of the IQA Constitution and its bearing on branch committees.
  - Maintaining a duty of transparency - disclose at committee meetings, any actual or potential conflicts of interest which may exist or might reasonably be thought to exist between the interests of the member and the interests of any other parties in carrying out the activities of the branch;
  - Maintaining a duty of confidentiality – committee members must not disclose confidential information obtained in their role, nor use this to gain advantage for themselves or someone else. Confidential information is any fact or knowledge not in the public domain.
- . Ensuring the Branch complies with the IQA's policies, procedures and utilises the standard templates that are available on the IQA's website.

### **Reporting to the General Manager**

The Branch / Sub-Branch Chairperson reports directly to the IQA's General Manager and is to seek guidance and direction at all times from the General Manager.