

Welsh Masters Athletics Limited

Role of Chairman of the Board

The Chairman of the Board is a member of the Board and has the same responsibilities as all other members of the Board.

The Chairman is ex officio member of all Committees of the Board.

The Chairman will normally chair all Board meetings of the WMAL, together with general meetings of the Company.

The Chairman will normally attend events representing WMAL, i.e. medal presentations.

It is imperative that the Chairman ensures any public message is that of the Board as a whole, and not that of the individual appointee.

Notes on the chairman's work which forms part of this role –

The Chairman needs to work with the President, Vice President, Treasurer and Company Secretary to ensure cover and commonality of approach. This will include regular contact with the Company Secretary and agreeing the agendas and papers for Board meetings well in advance (guide c 2 weeks).

The Chairman should ensure that the Board meeting only discusses items on the agenda.

The Chairman should be aware of the need to operate within the law and the Articles, together with any relevant agreed WMAL policy decisions.

As a meeting chairman the Chairman should encourage full participation and debate, while ensuring those with dissenting views are given adequate opportunity to express their opinions, and curtailing discussion by those who are simply repeating what has gone before. S/he should ensure that questions are properly answered and, if not, the item concerned should be deferred to the next meeting or dealt with between meetings. S/he should endeavour to ensure the meeting keeps within the agreed timespan. S/he should involve other officers of the Board as appropriate.