



# Whittlesea Community House Inc

## POSITION DESCRIPTION

### CHAIR & DEPUTY-CHAIR

#### Responsibilities under the AIR Act

At the first meeting of the Committee after each Annual General Meeting (AGM), the Committee Members will elect from among their number a Chair and Deputy Chair.

They will hold office until the next AGM.

The Chair may convene a meeting of the Committee whenever they think fit.

The committee must meet at least 4 times per year.

The Chair will be the chairperson of the Committee meetings.

The Deputy-Chair will fill for the chair as required.

The meeting chairperson has a casting vote if required.

#### General Duties

- Chair meetings in a timely and accurate manner, incorporating good meeting procedure and practices (correct notice given, quorum, minutes, opportunity to speak, etc.).
- Manage the agenda for meetings.
- Liaise with WCHInc Manager and other staff to ensure the smooth running of the organisation.
- Support other committee members in their roles, including encouraging participation.
- Ensure the committee acts within the designated rules, including the Purposes of WCHInc, and its policy and procedures.