



East Midlands

England Fencing

Role of the chairperson

- Chairs the meetings and acts as the principal officer throughout the year.
- Make decisions in consultation with the committee.
- Needs to be well informed of the activities within the Region and the finances.
- Help develop action plans for EMREF (East Midlands Region, England Fencing).
- Ability to represent the Region at local, regional and national levels.
- Manage meetings effectively allowing all voices to be heard.
- Set agenda in consultation with the Secretary.
- Allows debate to grow, but remain focussed on the events needing to be discussed.
- Remain impartial.
- Listen effectively and summarise points which are then communicated to the committee.
- Familiar with the constitution on EMREF and able to refer to it.

At Meetings

- Make initial introductions and welcome new members
- Set out the purpose of the meeting and any outcomes it is expected to deliver
- Advise what time the meeting will end
- State any ground rules
- Check that everyone has the relevant papers
- Review and approve previous meeting minutes
- Ask members present to declare if any item on the agenda represents a conflict of interest to them
- Strike a balance between keeping the discussion moving forward and ensuring that everyone who wants to speak has an opportunity to do so
- Allow points of view to be expressed
- Hold discussions
- Draw conclusions
- Agree actions.