

# Chair/Vice-Chair

## Competencies:

- a. Possess a working knowledge and understanding of Rules and Procedures
- b. Lead, manage and coordinate the committee's work
- c. Maintaining behaviour and ethical standards
- ch. Identify salient points and summarise effectively
- d. Acts as a spokesperson and representative of the Committee
- dd. Ensures that the objectives of the Committee are met with clear outcomes
- e. Communicates in a clear and concise manner
- f. Authority to maintain discipline whilst not dominating

### An effective Gwynedd Council Chair/Vice Chair:

- Acts in a transparent, consistent and unbiased manner
- Ensures that all present understand the recommendations and decisions made
- Leads discussions in a fair and balanced manner and gives everybody an opportunity to speak
- Ensures that the meeting is held in accordance with Gwynedd Council's language policy
- Acknowledges and is considerate of issues, such as translator time delay, or other difficulties that individuals may experience
- Maintains the focus of the committee, and keeps a tight control on the agenda
- Ensures that matters on the Agenda are fairly addressed within a reasonable timescale
- Ensures behaviour and ethical standards are maintained in the meetings
- Ensures that the committee operates legally and constitutionally within the Council's policy framework
- Contributes to the planning of the committee's work programme and agendas of the meetings
- Summarises the main points and facilitates clear minuting of meetings
- Maintains good working relationship with fellow members and officers
- Understand group dynamics and processes
- Is 'firm but fair' and does not allow any person to dominate
- Takes responsibility for personal development and attends relevant training in the role of Chair
- Recognises the importance of attending meetings
- Ensures that constitutional decision making processes are followed
- Prepares for the meeting and understands Agenda items

### An ineffective Gwynedd Council Chair/Vice Chair:

- Shows or expresses preference or bias
- Allows the process to become unruly
- Fails to attend meetings
- Allows meeting to overrun without good reason
- Does not appropriately address agenda items and objectives of the committee
- Allows meetings to go off at tangent/lose focus
- Voices personal opinions and takes part in the debate
- Allows threatening behaviour
- Puts matters up for vote before establishing understanding and clarification of recommendations
- Uses the role or an opportunity for self promotion
- Does not summarise the discussion
- Does not co-operate or promote co-operation with fellow members and officers
- Is not sensitive to the feeling or dynamics of the group
- Allows Members or factions to dominate
- Does not follow the constitutional decision making process
- Does not review their own performance and identify development needs
- Does not discuss matters with officers in order to prepare for the meeting and understand the Agenda
- Ignores legal advice