

5.3.3 The Chairman

5.3.3.1 General Duties

- (i) To represent the Guild whenever required, either alone or in company with other officials.
- (ii) In concert with the President to ensure that the Guild's appointed officials are currently performing effectively and within reasonable time-scales the various duties they have undertaken.
- (iii) To ensure that adequate and appropriate co-ordination takes place between all those acting on behalf of the Guild.
- (iv) To attend, in conjunction with other officers, a selection of such committee meetings as is practicable in order to observe their functioning and to encourage them in the pursuit of their respective and intended roles.
- (v) To ensure that all officials and Committees are accountable for, and account to the Management Committee, for their actions.
- (vi) To seek, in conjunction with the other officers, future officers and other officials, and potential candidates for the Committees, and to pass recommendations to the Management Committee. The Management Committee may approve and recommend such candidates for their adoption in accordance with the voting rules currently in operation.
- (vii) To generate ideas, and to promote the ideas and stimulate the efforts of others in pursuing the Guild's objectives.

5.3.3.2 Special Duties Relating to the Management Committee

- (i) To ensure that all business decisions required for the effective prosecution of the Guild's objectives and affairs are being taken expeditiously and in the correct manner.
- (ii) To make such decisions as must be taken between Management Committee meetings in full liaison with the Guild's other officers and in liaison with other officials as necessary.
- (iii) To obtain ratification or variation at the next Management Committee meeting, (as appropriate), of any decisions which have been taken which exceed the powers currently delegated to the officers of the Guild or deemed to be theirs by custom.
- (iv) To liaise closely always with the Guild's other officers in the planning, timing and conduct of the Management Committee meetings, and to approve all Agendas and Minutes before general distribution.
- (v) To take the Chair at Management Committee meetings, to ensure that business is performed effectively and with reasonable dispatch.
- (vi) To ensure that all matters of current interest are reported to each Management Committee meetings, either by the officials involved, by the

appointed representative of the Committee concerned, or by some other informed person on their behalf.

- (vii) To ensure that the Vice-Chairman, if one is appointed, will be able to take his place if he is unable to be present at a Management Committee meeting, or to appoint another suitable person to take his place.

5.3.3.3 Special Duties Relating to General Meetings

- (i) To liaise closely at all times with the other officers of the Guild in the planning, timing and conduct of the Annual or any Extraordinary General Meetings. To approve all Agendas and supporting papers, and all minutes before general distribution.
- (ii) To preside over the Annual General Meeting so as to ensure that the statutory, essential and advertised business is performed effectively and with reasonable dispatch. To encourage reasonable and constructive enquiries and comment from the main body of the Guild's membership.
- (iii) To ensure that if he is unable to be present at a General Meeting of the Guild, then one of the Vice-Presidents or the Chairman is effectively briefed and able to take his place.
- (iv) To ensure that all officials, Committee, Management Committee account fully to the Guild's membership for their actions.