

STYLES HOUSE TMO

The TMO Office, Styles House, Hatfields, London SE1 8DF

APPENDIX C To Code of Governance

RESPONSIBILITIES AND DUTIES OF THE CHAIRPERSON

The role of Chairperson is time consuming, with work between meetings, external representation of the TMO, and work with Staff. Chairing the TMO requires diplomatic and leadership skills of a high level.

The responsibilities of the Chairperson can be summarised under four areas:-

- 1) **To ensure the Management Committee functions properly.** The Chairperson is responsible for making sure that each meeting, be it a Committee Meeting, General meeting or sub-committee meeting is planned effectively, conducted according to the constitution (or Management Agreement) and that matters are dealt with in an orderly, efficient manner. The Chairperson must make use of all his/her Committee Members and “lead the team”. This also involves regularly reviewing the Committee’s performance and identifying and managing the process for renewal of the Committee in accordance with the TMO Rules, including training provision of new and existing Committee Members.
- 2) **To ensure the TMO is managed effectively.** The Chairperson must co-ordinate the Committee and Staff to ensure that appropriate policies and procedures are in place for the effective management of the organisation, including the review of staffing structures, appropriate delegated authority to staff and sub-committees, and receipt of outside professional advice as appropriate.
- 3) **To provide support to the Senior Officer.** The Chairperson will be the line manager for the Senior Officer (or most senior member of staff). The Chair shall therefore make arrangements for the appraisal structure for this member of staff and recommend/approve further training, pay awards etc.
- 4) **To represent the TMO** as its figurehead. The Chairperson may from time to time be called upon to represent the organisation and be its spokesperson at for example, meetings, functions press calls etc.

In addition, there may be duties attributable to being a Committee Member that may require the Chairperson to act in other capacities, these being covered in the Committee Members duties and responsibilities Pro Forma.

I, the undersigned acknowledge and accept the role of Chairperson and in doing so, fully accept to abide by these duties and responsibilities to the best of my capabilities.

Signed _____ Dated _____