

## The role of the UKTA Chair



### Chair meetings

- Chair Committee and General meetings.
- Plan and think about the meeting in advance.
- Prepare an agenda.
- Ensure the meeting gets through all the necessary business.
- Ensure everyone gets a chance to talk and without anyone dominating.
- Ensure clear decisions are reached and any action recorded.
- Start and finish on time.

### Help the committee to work together as a team

- Encourage the committee to work as a team.
- Facilitate consensus decision making where possible and to use a casting vote judiciously.
- Delegate work to embrace the strengths and support weaknesses of committee members.
- Encourage and involve all committee members to contribute using their skills and experience.
- Foster acceptance and understanding of the value of different thinking styles.

### Have an overview of the work of the group

- Manage the day-to-day work of the UKTA whilst thinking about the bigger picture.
- Facilitate discussion to help the committee decide the direction and activity of the UKTA.
- Focus on the UKTA Purpose, Vision and Strategy and what is necessary to achieve them.
- Facilitate annual committee discussions about the UKTA's plans for the coming year and prioritise the main things to achieve.
- Facilitate critical and constructive discussions of recent events and activities.
- Facilitate the identification of skill and knowledge deficits within the committee and encourage the committee to network to identify suitable candidates to potentially join/advise.

### Be the principal UKTA contact

- Be the first point of contact for members and non-members interested in the UKTA.
- Represent the UKTA at events, consultations or relevant activities.
- Facilitate discussions with the committee to identify where other committee members are more able to optimise opportunities.
- Along with the Deputy Chair and Secretary or Press Officer if appointed be the advertised contact person events and activities.