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THE ROLE OF A CHAMBER CHAIRPERSON / VICE-CHAIR

GENERAL

The success of the Institute depends in a considerable measure on the capabilities and dedication of its elected Chamber Chairpersons & Vice-Chairs.

If these individuals have far seeing qualities, possesses tact and can discern objectively without hesitation between good and bad then the Institute will be fortunate to have such leaders.

If on the other hand the Chairperson or Vice-Chair is apt, vacillate, is weak, and not particularly dedicated, then the Institute will suffer in terms of its chosen leaders.

The functions of a Chamber Chairperson / Vice-Chair in the context of the IWH are essentially:

1. To preside over meetings.
2. To address industry needs specific to the Chamber.
3. To represent the Chamber on the National Executive Council.
4. To represent the Chamber at ad hoc regional meetings held with the “publics” of the industry.

It must be noted if an elected Chairperson / Vice-Chair considers at any time after being elected that he / she does not have the time or dedication to act in this capacity and wishes to “stand down,” then they are expected to state this to the elected members of the NEC, for their consideration.

1. TO PRESIDE OVER MEETINGS

In order to be able to exercise his / her function the Chairperson /Vice-Chair is vested with certain powers and duties. Whenever the Chairperson is in doubt as to how to exercise his / her powers or duties he / she should consult the meeting, as it is from the meeting and the members, from whom he / she derives his / her powers.

What are the Chairperson's powers and duties?

1. To ensure meetings are properly convened, and that the meeting is properly constituted before permitting proceedings.
2. Keep to the agenda in their points of order. If order is to be changed, then seek the permission of the meeting.
3. To determine who shall speak on a matter and to protect the speaker i.e. ensures that whoever has the floor is not interfered with by others, and also that minorities are given equal opportunities.
4. Ensure that all matters discussed are brought to a conclusion as far as possible.
5. Rule on any emergent questions. For example if any member at the meeting desires clarity on a point, the Chairperson has the power to give a ruling.
6. Regulate speakers by ensuring they keep within the scope of the agenda item.
7. To be impartial at all times – “propose” as opposed to saying “we will”.
8. Power to ensure order at a meeting.
9. Power to sign minutes of a meeting as a correct record after obtaining consent of the meeting.

2. TO ADDRESS INDUSTRY NEEDS

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A Chamber Chairperson must be pro-active, ensuring at all times that the Chamber is addressing specific industry needs / programmes on an ongoing basis.

Generally these needs will usually revolve around the following:

- Technical Matters including Industry Standards and Safety.
- Contractual Matters.
- Skills Development Matters.
- Marketing / Promotional Matters.
- Labour Matters.
- Financial Matters.
- Strategic Planning Matters.

3. TO REPRESENT THE CHAMBER ON THE NATIONAL EXECUTIVE COUNCIL

Essentially a Chamber Chairperson who is a member of the NEC shall:

1. Report on Chamber activities.
2. Express in a constructive manner the opinions and views of the Chamber membership on any matter under consideration by the Council.
3. Bring to the attention of the Council any relevant industry matters for consideration by the Council.
4. Participate in Council discussion.
5. Ensure attendance at rostered meetings except for unforeseen circumstances.
6. Be dedicated to assisting in the furtherance of the aims / objectives / activities of the Institute.

4. TO REPRESENT THE IWH CHAMBER AT AD HOC MEETINGS HELD WITH THE “PUBLICS” OF THE INDUSTRY

To be prepared as the occasion demands to attend and speak on behalf of the Institute / Chamber at gatherings convened for a special purpose.

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