



Committee Chairperson Role description & person specification

The Chairperson represents the vision and purpose of the Committee and Rocky Point Bird Observatory Society. The Chairperson ensures that the committee functions properly in accordance with RPBO Committee Terms of Reference (TOR), that there is participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out.

Ensure the committee functions properly:

- To co-ordinate (plan and run) the committee, meetings and actions in accordance to the RPBO Committee TOR.
- To ensure matters are dealt with in an orderly, efficient manner.
- To bring impartiality and objectivity to meetings and decision-making.
- To ensure decisions and actions are taken, put in place and followed-up.

Represent the organisation.

- To communicate effectively the vision and purpose of the organisation.
- To advocate for and represent the organisation at external meetings and events.
- To be aware of current issues that might affect the organisation.

Time Commitment: The role of a Committee Chair requires an estimated commitment of approximately 8 hours/month.