

## ROLE OF THE CHAIR

Disability Sport and Recreation Hawke's Bay (DSRHB) recognises Te Tiriti o Waitangi as Aotearoa New Zealand's founding document and is committed to actively engaging and promoting the five principles of Tino rangatiratanga, Equity, Active protection, Options and Partnership.

### Policy Rationale

The Chair provides leadership to the committee, ensuring that the committee's processes and actions are consistent with its policies. As appropriate, the Chair represents the committee and the organisation to outside parties. It is expected that the Chair will promote a culture of stewardship, collaboration and co-operation, modelling behaviours that define sound directorship.

### Role of the Chair

The Chair plays a key role in ensuring the smooth operation of the Committee. Their main responsibilities include setting the agenda, running meetings, and making sure discussions stay focused on governance matters. They ensure:

- Meetings stay on track and align with committee policies.
- All members are treated fairly and encouraged to contribute.
- Discussions are productive, efficient, and well-managed.

### Governance, Not Authority

The Chair is not a facilitator who upholds good governance. Their role includes:

- Ensuring compliance with internal policies, external rules, and applicable laws.
- Leading meetings in a fair, structured, and effective manner.
- Keeping discussions relevant to the Committee's role.
- Encouraging full participation while maintaining order and focus.
- Addressing conflicts constructively.
- Following governance policies without overstepping operational decisions.
- Supporting, but not directly managing, the Team Lead.

### Communication and Decision-Making

- The Chair should be well-prepared, knowing what needs to be discussed and the desired outcomes.
- They cannot unilaterally change DSRHB policies.
- They ensure decisions are clearly recorded and understood.

### Delegation and Accountability

- The Chair may delegate tasks but remains responsible for the overall role.

### Estimated time commitment required and period of appointment

- The estimated time commitment required as the Chair of DSRHB is two hours per week.

- The Chair is appointed for a two year term initially with right of extension upon review and as agreed by all committee members.

#### Knowledge and skills required:

- Can manage and facilitate an effective meeting
- Can communicate effectively.
- Understands strategy and planning.
- Is well informed on all of the organisation's activities.
- Models desired ethical standards.
- Is focused on creating a sustainable future for the organisation.
- Has a good working knowledge of the constitution, the rules, and the duties of all office holders and subcommittees.
- Is a supportive leader.

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