



Eastern Region Textile Forum
taking textiles forward

CHAIR'S ROLE

1. To provide leadership
2. To represent the organisation as it's figurehead
3. To ensure the committee functions properly
4. Plan meetings effectively
5. Recruit new members
6. Chair meetings - ensure well ordered and facilitate good decision making
7. Review policies and procedures
8. To provide support to committee members
9. Spokesperson at functions or meetings
10. Determine order of the agenda
11. Summary of discussions to the membership four times a year after the committee meetings
12. Chair the AGM and collate the information for presentation to the membership