



COMMITTEE CHAIRPERSON

Background

A Chairperson serves for terms of one-year (and up to a maximum of five consecutive terms) and are elected by other committee members on the basis of one member, one vote

The Chairperson provides leadership and direction to their committee and will be called upon to represent NFUS and sometimes be its spokesperson at external meetings and events.

Committee chairs have both a committee specific role and, as a member of the Board, a corporate role.

Overall Purpose of the Job

1. To work with the committee and members to identify and prioritise the issues relevant to NFUS members and determine the actions required to deliver the solutions needed.
2. To drive the work of NFUS in delivering the solutions to the issues identified and priorities agreed by the committee.
3. To represent NFUS and sometimes be its spokesperson on issues that fall under the remit of the committee.

Responsibilities

The main responsibilities of the position are to:

1. Establish the committee agenda in collaboration with their policy manager.

2. Provide leadership and direction to the committee.
3. Build and sustain frequent communication with committee members.
4. Facilitate committee discussions, ensuring that (as far as possible) all members have the opportunity to contribute and that discussion remains focussed.
5. Agree with the committee the policy objectives and develop in conjunction with the committee the action plan to achieve the objectives.
6. Ensure that the work of the committee is consistent with its agreed remit and that issues of interest to other committees (or to the wider organisation) are appropriately referred.
7. Ensure decisions taken by the committee are clear and not ambiguous.
8. Ensure that decisions reached represent the collective views of the committee or (in exceptional circumstances when consensus cannot be reached) a majority view.

Remuneration

1. NFUS pays an annual Honorarium payment of £1,500. This is paid per month (£125.00) and is for attendance at Board meetings.
2. The following amounts can be claimed when attending meetings with external bodies or events on behalf of NFUS:
 - Full day £125 (Leaving before 10am and returning after 4pm)
 - Half day £62.50 (the meeting straddles only one of the 'core' times then half a day can be claimed).