

PICCS Vice Chairperson Binder

Welcome to the Vice-Chairperson position.

For PICCS, the Vice-Chair has these responsibilities:

- lead role on the Personnel committee
- has a good knowledge of PICCS operations
- assists the chairperson;
- in the chairperson's absence, chairing board and general meetings;

Personnel Committee

- take the lead coordinating role of the Committee
- meet throughout the year with the Manager on Personnel matters, including staff hiring, interviewing, contracts, job descriptions, disciplinary action, etc.

Knowledge

- talk to the Manager to get background info
- Read the PICCS Policy and Procedures Manual in the Dragonfly office
- Refer to the INFORM guide for lots of good info on staffing, etc.
- Look through the office file cabinets

Assist the Chairperson

- Meet and talk with the Chair person once per month, informally or formally, to keep up to date on PICCS operations
- Assist the Chair on decision-making issues when needed

Board and other meetings

- When required, fill in during the Chairperson's absence
- Read the attachment below on how to chair a meeting to be prepared

Chairing a meeting

Chairing is a key factor in the effectiveness of meetings.

One of the most important roles of the Chairperson is steering the Board through its business effectively and efficiently. A good Chair will be mindful of the following basic points.

Before the Meeting

1. **Plan the Agenda** – plan the agenda, send out a draft agenda 7 days before the monthly meeting, ask members for any additional items. Decide the order and timing of the agenda, and who will introduce each topic. Send out the agenda a few days before the monthly meeting.
2. **Be well briefed** about each item and actions taken since last meeting.
3. Ensure all necessary **background papers** (including the last meeting's minutes) are sent out with the agenda beforehand.
4. Check with staff/board members that all relevant **practical arrangements** have been made, eg child care, etc.
5. Arrive in **good time** before the meeting is due to start. Set up chairs, etc.

During the Meeting

1. **Communicate** – Start the meeting on time. Welcome any new members or those sitting in for the first time. Make any necessary introductions. Try to be brief when making a point.
2. **Control** – Make sure quorum of 3 Board members are present. Maintain control. Set out any time limits but allow flexibility and freedom of expression. Keep to the agenda. Ensure time is used effectively and ensure proper minutes are taken.
3. **Coax** – Encourage full participation. Be prepared to highlight issues that no one else will and to be the one who always has to ask the awkward questions.
4. **Clarify** – Ensure everyone understands what is being discussed and summarize if necessary. If jargon and abbreviations are used, make sure that all present understand them.
5. **Decision Making** – Ensure that decisions are taken in the context of the organization's strategy and that they are recorded, together with who is going to implement them. Summarize decisions taken and action points to be followed up (ie who's responsible, by when).
6. **Guide** – Remember that above all you are there to guide the meeting. Steer members to work harmoniously and purposefully as a team. Keep an eye on time.

At the End of the Meeting

1. Remind of the date for the next meeting.
2. Agree what special items will be put on the agenda of the next meeting and confirm updates to the action table (what work needs to be done, by whom, etc.).
3. In the days following, ensure that the minutes are written up, checked by the Chair and sent out in good time.