

ABC Housing Co-operative

Chair - Job Description

The chair makes meetings run smoothly. The chair is also responsible for making sure that members treat each other with respect during the meeting. Chairing meetings calls for skills.

The board should appoint one or more members to chair members' meetings. If you do not have members with chairing experience, ask your federation to provide training for members who want to learn.

The chair should know and follow the co-op's rules of order.

Before each meeting:

- study all reports on each agenda item,
- make sure that someone will record the minutes of the meeting,
- check that a member will prepare and present each item on the agenda.

At each meeting:

- call the meeting to order and ask the members to approve the agenda,
- follow the agenda by keeping the speakers on topic,
- explain clearly how each item will be discussed and decided. Most items need a simple
- majority to pass. However, rules and special resolutions need a higher level of support,
- receive motions from the members and check that the motions are clear,
- invite everyone to give their opinion,
- control the meeting so that some speakers do not take over the meeting,
- sum up each discussion and decide if members are ready to vote,
- make sure that everyone understands the decisions they have made.

Effective date May 15, 2025