

Group Chairman – Role and Responsibilities

The core role of the Group Chairman is to provide leadership to Northampton Advanced Motorists.

The Chair should also ensure that the Group engages and embraces IAM RoadSmart standards and strategy.

Responsibilities

1. To be in overall control of the activities of the Group
2. To chair meetings including group committee and AGM
3. To act as the Group's leading representative including the presentation of the Group's aims and policies to the outside world.
4. To take a leading role in determining the composition and structure of the committee. This will involve regular reviews of the overall size of the board, the balance between age, experience and personality of the members.
5. Ensuring the Group committee focuses on its key tasks
6. Engaging the Group committee in assessing and improving Group performance
7. To consult with other members of the Group Committee as appropriate when it is necessary to make decisions outside of the Committee. These decisions must be ratified at the next Committee meeting
8. Encourage and maintain contact with IAM RoadSmart and other affiliated Advanced Motoring Groups.
9. Provide support for all Committee Members, Group Members, and Group Associates.
10. Develop and implement strategies to grow the Group
11. Be a visible presence and key representative of the Group at local events.
12. Attend National and Regional IAM events and meetings.
13. Have a deep understanding of the Group dynamics and the ability to motivate the Group Committee and Group Members.

Key Skills

1. Good interpersonal skills.
2. Previous experience of holding one or more of the other officer positions on the Committee.
3. An appropriate level of leadership skills commensurate with the role
4. IT literate
5. The ability to deal with all procedural issues as and when they occur
6. The ability to self-evaluate and ensure appropriate succession-plans are in place