

## **Summary of actions you may need to take as Chairman**

### **Upholding The Party Platform**

Uphold political party's platform. This includes educating others about party values and organising committees that will assist you in your goal.

### **Recruiting and Supporting Good Candidates**

Chairs work closely with political candidates to ensure that the right candidate has the strongest possible party support. This includes the duty to find qualified and appropriate candidates to run for local offices if no one steps forward to fill a seat.

### **Fundraising and Campaigns**

Manage and orchestrate campaigning, leafleting etc. Head Office will try and help as much as possible.

### **To Ensure the Committee Functions Properly**

The Chairperson is responsible for making sure that each meeting is planned effectively, ensuring that members are provided sufficient notification of any meetings and a suitable venue is selected. Matters are dealt with in an orderly, efficient manner. The Chairperson must make the most of all his/her committee members and 'lead the team'.

### **To Represent the Organisation as its Figurehead.**

The Chairperson may from time to time be called upon to represent the organisation and sometimes be its spokesperson.

### **The Glue That Holds the Branch Together**