

General Overview of the Chair's Role

The Chairman is elected year by year on an annual basis at the Annual General Meeting. In general terms, the Chairman is responsible for the leadership/management of the Friends' Executive Committee to ensure that the charity is carrying out the purposes for which it is set up and no other purpose.

Whilst no formal qualifications are required to undertake the role of Chairman, it is essential that he/she is personable, articulate and has good oral and written communication skills. Moreover, all members of Executive Committee must meet specific Charity Commission requirements, and it is essential therefore, that the incumbent of the Chairman post must be able to demonstrate and promote the highest standards of integrity and probity. The incumbent is required to attend (within reason) all meetings of the Executive Committee.

To meet the requirements above, the Chairman is required to monitor all aspects of the Charity's activity and provide regular reports (principally verbal) to the Executive Committee on such activities – the incumbent also chairs the Executive Committee meetings. The Chairman is required to represent the Friends' membership at regular meetings with the Mount Edgcumbe Park Management and also at the Plymouth/Cornwall Joint Committee meeting. The Chairman has a pivotal role in Charity Commission-related matters that impact the Friends, and must maintain currency with relevant Charity Commission publications. The Chairman, assisted by other members of the Executive Committee, is required to conduct an annual review of compliance with Charity Commission guidelines.

The Chairman is responsible for the production/dissemination of regular reports to the Joint Committee, Annual General Meeting and the Friends' Journal.

The Chairman is one of the principal spokespersons for the Friends to the press/public.

All aspects of the tasks undertaken by Chairman on behalf of the Friends are done so in line with best practice and in compliance with the FoMECP Constitution, all FoMECP policies, Charity Commission guidance and relevant legal requirements.