

Chair or co-Chair Role

In partnership with the committee, prioritise and steer Sustainable Warminster's activities and ensure good governance.

Liaise with the secretary to prepare meeting agendas.

Run general meetings and AGMs so that they follow the agenda, and start and finish on time.

In meetings, ensure that everyone has the chance to speak, that members get the chance to vote where applicable, and that any decisions and actions are clear and able to be recorded.

Liaise with the secretary to confirm meeting minutes before they are published.

Act as the formal representative of Sustainable Warminster when required.