

## Chairman

Responsible for the effective working of the Management Committee (MC), being the public face of NFDS and the primary point of contact to the extent other MC members have not been designated as the contact for specific purposes.

1. **MC meetings.** The Chairman, in conjunction with the Secretary, will plan MC meetings, including agreeing dates and ensuring necessary subjects are included on the agenda. When present, the Chairman will chair MC meetings.
2. **MC roles.** The Chairman will co-ordinate with the MC to ensure, to the extent possible, that the MC has sufficient and appropriate candidates standing for election and that appropriate members of the MC are appointed to the specific MC roles.
3. **Management co-ordination.** The Chairman will maintain regular contact with the other MC members, particularly those in specific roles, to ensure that any initiatives, issues or other matters agreed by the MC are progressing satisfactorily, that adequate help and resources are available, any necessary reports are available for MC meetings etc. This will include ensuring that any tasks outside the natural brief of specific MC roles are appropriately taken on by a MC member, for example the Spinnaker Club House project and fundraising.
4. **Public face of NFDS.** The Chairman will act as the public face of NFDS and in an ambassadorial capacity, to the extent that another MC member has not agreed to act as such for a specific purpose (for example the Access Association Representative or RYA liaison). If an Honorary President is appointed and co-opted on to the MC then the President may fulfil the majority of this responsibility.
5. **Primary point of contact.** The Chairman will be the primary point of contact for NFDS except where another MC member has been designated as the primary contact for a specific purpose, which in practice will be the case for many day to day contacts.
6. **Spinnaker Club.** The Chairman will be primarily responsible for liaison with Spinnaker Club.
7. **Specific tasks or responsibilities.** In common with the rest of the MC, take on responsibility for specific tasks or responsibilities that arise from time to time.