



HOUSING FOR THE AGED ACTION GROUP INC.

## ROLE DESCRIPTION: CHAIRPERSON

The chairperson is the principal leader of the committee and has overall responsibility for the committee's administration and communication.

The major function of the chairperson is to facilitate effective committee meetings and effective communication with park operators.

The chairperson sets the overall annual committee agenda (consistent with the views of residents and committee members), helps the committee prioritise its goals and keeps the committee on track.

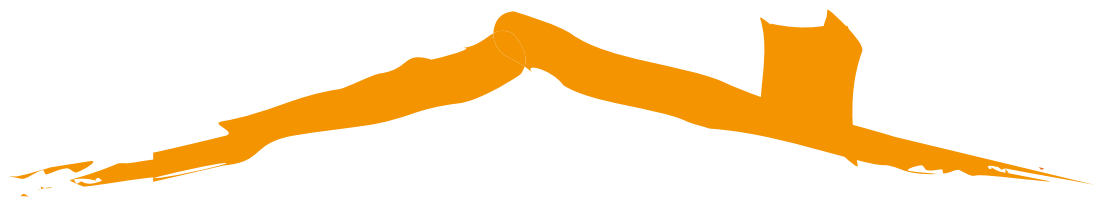
The chairperson is elected by the park residents and is responsible for representing those residents' views.

The chairperson should:

- » manage committee meetings
- » represent the committee and residents when dealing with park operators
- » act as a facilitator for committee activities.

Ideally, the chairperson is someone who:

- » can communicate effectively
- » is well informed about park issues and concerns
- » is aware of future directions
- » has a good working knowledge of the committee rules, as well as the policies and legislation that govern park residents and park operators
- » is a supportive leader for **all** residents.



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