# Role of the Chair

## The Council Chair is the leader of the Council. The Chair is responsible for:

* Ensuring the integrity and effectiveness of the Council’s governance role and processes.
* Presiding at meetings of the Council
* Representing the Council within the state.
* Maintaining effective relationships with Council members, the Office of the Governor, the Legislature, Maine State Housing Authority (MaineHousing), the CoC, and other stakeholders.

### Responsibilities

* The Council Chair ensures the Council meets its obligations and fulfills its responsibilities.
* The Chair oversees the quality of the Council’s governance processes including:
  + Ensuring that the Council performs a governance role that respects and understands the unique role of MaineHousing.
  + Ensuring that the Council’s governance structures and processes are reviewed, evaluated, and revised from time to time.

### Presiding Officer

The chair is the presiding officer at Council meetings. As the presiding officer, the Chair is responsible for:

* Setting agendas and ensuring matters are dealt with to appropriately reflect the Council’s role and annual work plan. The Council Chair consults with MaineHousing and where possible develops the agenda at least 5 days prior to a meeting.
* Ensuring that meetings are conducted according to applicable legislation, where possible, and according to generally accepted principles of good governance.
* Facilitating the business of the Council, including preserving order at meetings.
* Encouraging input and ensuring that both sides of a debate or discussion are heard.
* Encouraging all members to participate and controlling dominant members.
* Facilitating decision-making.
* Ensuring relevant information is made available in a timely manner and that external advisors are available to assist as required.
* Ruling on procedural matters during meetings.

### Representation

* The Chair is the official spokesperson for the Council.
* The Chair represents the Council within the state, attending and participating in events and meetings as required.
* The Chair represents the Council in dealings with government and regulatory authorities.

### Relationships

* The Council Chair facilitates relationships with, and communication among, Council members and between Council members and MaineHousing, the Office of the Governor, the Legislature, and Executive Branch departments.

### Other Duties

* The Chair performs such other duties as the Council determines from time to time.

## Skills and Qualifications

The Council Chair will possess the following personal qualities, skills, and experience:

* All the personal qualifications required of a Council Member
* Proven leadership skills
* Good strategic and facilitation skills, ability to influence and achieve consensus
* Ability to act impartially and without bias
* Tact and diplomacy
* Ability to communicate effectively
* Political acuity
* The time to build strong relationships between the Council and stakeholders
* Outstanding record of achievement in one or several areas of skills and experience used to select Council Members