

Board chair's authority

THE CHAIR'S AUTHORITY AND RESPONSIBILITIES:

- Allowing all sides of an issue the opportunity to be heard.
- Bringing issues to a conclusion.
- Keeping discussion centered on the issue.
- Moving the meeting along by adhering to the agenda.
- Preserving order.
- Setting a positive tone for the meeting.
- Starting and ending the meeting on time.
- Treating all board members fairly and equally.
- Understanding basic parliamentary procedures.

INTERPERSONAL SKILLS ARE IMPORTANT TO YOUR POSITION:

Clarify	Probe, restate, define discussions, identify points of agreement.
Encourage	Be friendly and responsive to others; accept others' contributions.
Initiate	Suggest new ideas, propose new activities, encourage creative thinking.
Mediate	Identify areas of compromise, recognize differences of opinion and ideas, and conciliate.
Monitor	Make sure all board members participate. Limit discussion by those who dominate. Keep the discussion on the issue.
Relieve tension	Know when to defuse conflict and repair wounded feelings.
Seek information	Ask for relevant facts and data.
Set standards	Promote professionalism, establish rules of conduct, model ethical behavior.
Summarize	Review the discussion, defining its content. Bring out important points. Identify needed actions.
Test	Check to see if the board is ready to take action.