

# **National Back Exchange COLUMN CHAIR Job Description and Procedures**

(Link Member from National Executive Committee)

## **External role**

- Represent the editorial committee at NBE National Executive meetings
- Carry the aims of the editorial committee forward
- Act on behalf of the editorial committee between meetings
- Report the decisions of the committee to relevant interested parties/committees retaining confidentiality as appropriate
- Resolving conflict and clarifying issues preparatory to meetings

## **Internal role**

- Attend editorial meetings
- Ensure that the business on the agenda is dealt with
- Ensure the agenda runs to time
- Accept apologies from members who cannot attend
- Ensure everyone gets a fair and uninterrupted say whilst ensuring that valid points are made concisely
- Ensure opinion is sought from all committee members so that decisions reflect the whole committees opinions
- Clarify points for discussion
- Call for votes on divided points (the chair has the casting vote)
- Delegate one-off tasks to others
- Maintain confidentiality regarding discussions and proposals raised at meetings