

CHAIRPERSON TERMS OF REFERENCE

APPENDIX 12

PRINCIPLE RESPONSIBILITIES

Accountable to:	The Participants of the Greenwich LINK, itself accountable to the residents of the London Borough of Greenwich.
Term of Office:	One year - subject to annual election - maximum of three consecutive years.
Appointment Criteria:	Participant of the Greenwich LINK and member of the Executive Committee.
Election Arrangement:	Nomination by Executive Committee members and approved by the Annual Meeting.
Overall Purpose:	Responsible for chairing Executive Committee meetings, facilitating the effective delivery of the Greenwich LINK workplan and steering the work undertaken by the LINK in consultation with the wider network.

Main Responsibilities:

Through the Executive Committee, to lead and coordinate the development, planning and delivery of the Greenwich LINK Workplan and to liaise and consult with the Vice Chair on all points.

1. Chair all Executive Committee meetings and provide leadership in relation to the Executive Committee, LINK Workplan and all its Task Groups and its Panels.
2. Represent the Executive Committee at relevant meetings of service providers where appropriate.
3. Act as the key point of contact and advice for host staff, working on behalf of the Executive Committee.
4. Where necessary, make presentations at external meetings, together with the Development Manager.
5. Liaise with Host staff on all matters related to Greenwich LINK in order to resolve any urgent matters regarding the Executive Committee's work.