

# ADMIN 3.2

## Chairman Selection Guide

- **Version 3**



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## DOCUMENT CONTROL

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# Chairperson Selection Guide

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## 1 Purpose

The purpose of this document is to set out the Chairperson Selection process utilized by RISSB. The process addressing replacement of the existing chairperson is also addressed. This procedure applies to the Chairperson Selection Stage of the RISSB Quality Management System.

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## 2 References

All Terms, abbreviations and acronyms used in this document are defined in the *RISSB Quality Management Glossary*. *RISSB ADMIN and External documents are also referenced*

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## 3 Overview

This document covers the process of Selecting a Chairperson along with the Role of the Chair.

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## 4 Process

The PM follows a set process in the selection of a Chairperson in order to select a competent and experienced person. This process is depicted in Figure 1 listed below:

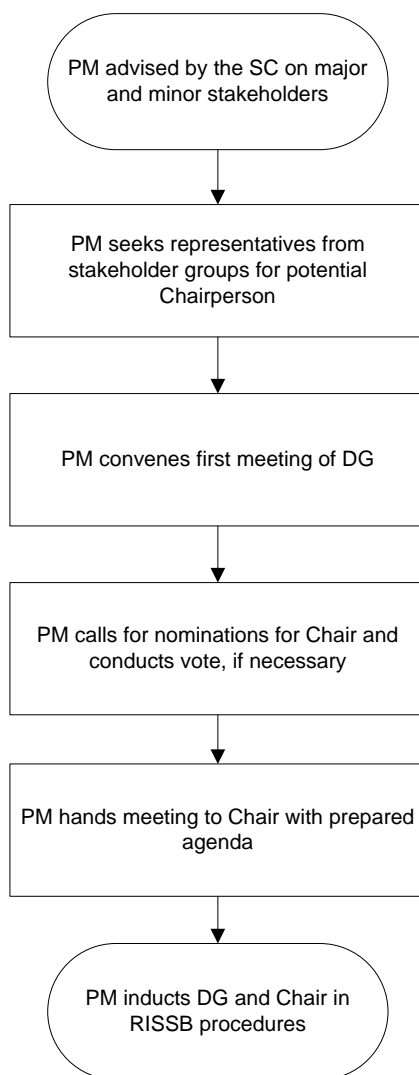


Figure 1:

## 4.1 Role of the Chairperson

The role of the Chairperson is to act as the facilitator for the meeting; their primary task being to orchestrate the flow of input into the meeting. Other tasks include:

- ensuring agenda is prepared (by relevant person) before the meeting with objectives clearly defined,
- calling the group back to the agenda when necessary,
- ensuring objectives are dealt with,
- ensuring that all participants have a fair and equal involvement,
- keeping member comments short and to the point
- restating comments for clarity as needed
- applying relevant RISSB processes when appropriate
- starting and stopping the meeting on time
- keeping things moving at a timely pace
- ensuring follow up actions are dealt with, and

- ensuring breaks for refreshments are taken.

It is important to not the Chairperson does not control the direction of the meeting moreover the chairperson is to act as the manager of the meeting process not the manager of the final outcome.

In some situations (such as large meetings), or when dealing with highly charged issues, the Chairperson may choose to seek the assistance of the minute secretary to monitor time and meeting process.

The PM is not excluded from the candidacy of the Chair.

Everyone gets a proportionate say to the measure of their role, i.e. major and minor stakeholders.

## 4.2 Qualities of a Chairperson

The person selected to chair the DG must possess all the qualities of the other DG members as well as distinctive leadership attributes. The Chair must exhibit the ability to set a sensible course toward a reasonable objective and to direct the DG in following the course.

## 4.3 Selecting the Chairperson

The PM is advised by the SC of the major and minor stakeholders. The PM then seeks out representatives from the various stakeholder groups with the intention of selecting a potential Chair.

The PM then convenes the first meeting of the DG. The PM introduces individuals and explains the purpose of the DG and major and minor stakeholders.

The PM then calls for nominations for the position of Chairperson. If necessary, a vote will be conducted with a show of hands. Once the election has occurred, the PM hands the meeting to the new Chairperson with a prepared agenda.

The PM then inducts the DG and Chairperson in the RISSB procedures.

## 4.4 Selection of Committee Chairperson

When an existing Chairperson retires the following process applies

- The outgoing Chairperson tenders their resignation to GM RISSB
- GM RISSB calls for nominations for a new Chair from RISSB major stakeholders (RISSB funding members)
- Nomination/nominations are voted upon by the standing committee members
- Where there is a hung vote GM RISSB has the casting vote (only after discussion has occurred)
- Endorsement of the new Chairperson is obtained from Standing Committee members
- RISSB Board is advised

Note: Only people from organisations that fund the RISSB can be elected as the Chairperson of a RISSB Committee.