



- Starting and ending of the meeting as per the by-law on date, time and place.
- Setting a positive tone for the meeting.
- Preserving order.
- Moving the meeting along by adhering to the agenda.
- Keeping discussion centered on the issues being debated.
- Allowing all sides of an issue the opportunity to be heard.
- Treating all members of the Council fairly and equally.
- Understanding basic parliamentary procedures

The Chairman will communicate either orally or in written manner the conclusions of the Council with regard to this annual evaluation and make recommendations pertaining to suggested improvements.

#### **5.0 The Role of the Chairman as Communicator**

The Chairman represents the Board to outside parties.