

Terms of Reference for Chair of Part Quadrant Residence Owners Committee (PQROC)

The Chair is very important to the effectiveness of the Committee. The below highlights the responsibilities associated with being Chair of the Committee:

- Promote and support the committee's aims and objectives (do not pursue own agenda).
- Plan committee meetings and agenda in collaboration with committee secretary and where appropriate key stakeholders, e.g. Workstream Leads and designated Property Manager at Taylor and Martin.
- Attend all meetings and maintain an ongoing awareness of committee work and related matters between meetings.
- Chair the meeting fairly and impartially, introduce agenda items but do not dominate discussion nor allow individual members to dominate. Where appropriate, introduce speakers and invite relevant members to comment on agenda items, whilst ensuring that debate is not unnecessarily long.
- Draw discussions to a clear and timely conclusion on each item.
- Report to committee members on developments and decisions that affect the work of the committee.
- Facilitate members' active participation and effective decision-making.
- Approve minutes and reports of committee meetings before their distribution.
- Approve urgent and non-controversial matters on the committee's behalf between meetings.
- Involvement in the selection and appointment of replacement Residence Manager, where necessary, in partnership with Taylor and Martin.

The characteristics of a good Chair include:

- Good listening and communication skills, including a willingness to listen to ways in which meetings can be improved.
- Fosters an inclusive environment by respect for all members and encourages participation and engagement.
- Has an understanding of the diverse experiences and perspectives of different Committee members.
- Impartiality together with a firm but flexible and facilitating focus upon achieving the aims of the meeting.
- Ability to summarise discussion fairly and succinctly to ensure that all present accept and are clear about what has been decided.
- Ability to gain consensus and avoid unproductive dispute. Willingness to exert authority when necessary but in an appropriate manner.
- Tenacity in ensuring follow-through.

Term of appointment

- To be discussed at meeting on 3rd August 2026