

BRISTOL INDEPENDENT MENTAL HEALTH NETWORK (BIMHN)

COMMITTEE ROLE DESCRIPTION: CHAIR OF MEETINGS

About the Organisation

The Bristol Independent Mental Health Network (BIMHN) is a mental health user-led group campaigning to improve mental health services in the City of Bristol. BIMHN is the Bristol branch of the Independent Mental Health Network, a charitably incorporated organisation that works for the interests of those with lived experience of mental health.

*About the Role and Responsibilities of **Chair of Meetings**:*

BIMHN holds monthly member business meetings. The Committee will also meet outside these meetings to discuss and organise the work of the branch. The chair of these meetings is responsible for:

- Facilitating the voices of members to be heard in meetings;
- Facilitating the voting and decision-making functions of the group during meetings;
- Supporting the development of BIMHN and its elected Committee;
- Providing support to other elected officer roles whilst following correct governance processes;
- Being a source of support for members and elected officers where appropriate;
- Supporting others to represent BIMHN and ensure the members representing the group give feedback to others;
- Working to ensure a collective voice is heard and the group works according to its principles and objectives;

- Supporting Communications colleagues within the Independent Mental Health Network on BIMHN's website, social media, newsletters, leaflets and mailouts; providing feedback where necessary;
- Collaborating with other members of BIMHN's elected Committee to support the work of the branch as a whole;
- Taking on other tasks as reasonably requested by the committee/membership.

Further Information

The holder of this role would be expected to adhere to the *Expectations of Officers & Representatives of IMHN/BIMHN* (see additional document).

The holder of this role is expected to respect and maintain the confidentiality of information received from members, except where the member has given explicit permission to share it.

This role is a non-executive role that does not carry a vote in monthly business meetings and/or Committee meeting, unless there is a tie in the vote count on a matter in question.

The role is voluntary; and may be carried by more than one individual via a job-share arrangement.