**Partnership Guidelines**

**Section: Planning**

**Title:** The Role of the Chair of the PDG

**Owner**: Tony Sacco

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**Chair of the Partnership Development Group**

The following information has been drawn up to assist partnerships in identifying an effective Chair. While it is not definitive or comprehensive it hopefully provides both prospective chairs and partnerships with a useful starting point.

***The role of the Chair is to serve the local Partnership by:***

* Chairing meetings of the Partnership Development Group (PDG).
* Developing the agenda for meetings of the PDG in consultation with others including the Partnership Dean.
* Agreeing and promoting the Vision, Mission and Values of the Partnership.
* Overseeing the development and implementation of an Action Plan for the Partnership.
* Communicating the work and decisions of the partnership.
* Involving and including representatives from all parishes in the discussions and decision-making process.
* Creating groups and committees to contribute to the Mission of the Partnership.
* Taking an active part in regular meetings at Diocesan level with the Partnerships Chairs and Partnership Deans.
* Participating in other Diocesan groups as appropriate.
* Attending formation and development activities associated with the role.

***Key Skills and Attributes:***

* Prayerfulness.
* Integrity.
* Impartiality.
* Ability to chair meetings effectively and inclusively.
* Ability to influence others, without dominating.
* Personal strength and resilience.
* Clear vision.
* Emotional intelligence.
* Intellect and experience.
* Decisiveness.
* Active listening skills.
* Strong communication skills.
* Approachable.
* Capacity/availability.
* Courage.