

## Role of the Advance Party Chair

The key responsibilities for the Chair are:

- To work with the facilitator to provide an environment where group members commit to working together to improve their enjoyment and profit from farming deer.
- This could include input into the meeting agenda and identification of local experts who can be of use to members.
- To communicate with members regarding meeting dates, attendance and apologies. To encourage all members to attend all meetings when possible, and follow up on non-attendance.
- To keep the meetings on track, discussing deer focused topics and sticking to the agenda.
- Once a year, lead a discussion on the performance of the facilitator to ensure the group's requirements are being met.
- To be familiar with the facilitator's contracted duties and talk to DINZ about how the group is going.

DINZ will talk to Chairs about their facilitator to seek feedback and encourage good facilitation. These are the things facilitators need to do to make Advance Parties work well:

- Meeting handouts are professionally prepared and distributed for AP meetings
- Each farmer contacted before their meeting to confirm farm data and key topics for the day
- At meetings, the agenda clearly set and followed
- Every member of the group is encouraged to participate in an atmosphere of trust, openness and learning
- The facilitator refrains from being an 'advisor' and allows the group to come up with their own ideas.
- Every member is tasked with taking some actions to undertake on their property
- Support for project development and write up is provided
- External professionals are called upon or deer industry resources used when the group does not have the knowledge to come to decisions.
- Meeting notes are promptly done and circulated within the week after the meeting.
- Meeting notes need to record the agreed actions and learnings from the meeting. These should accurately reflect the content of the meeting and identify issues and opportunities discussed.

The Chair should:

- Be able to attend all group meetings.
- Be familiar with the objectives of P2P programme.
- Be available to participate in meetings and calls with other chairs to share views on how Advance Parties are going.