

The Conservancy Chairperson and Manager – Roles and Duties

WHO IS THE CHAIRPERSON?

The Conservancy Chairperson is a person who meets the agreed upon chairperson selection criteria and elected by the general membership or committee members guided by the specific conservancy constitution in order to guide and lead the conservancy management on behalf of the conservancy members.



WHAT ARE THE ROLES AND DUTIES OF A CONSERVANCY CHAIRPERSON?

- ✗ Provide overall direction to conservancy.
- ✗ Prepare meetings agenda and call meetings
- ✗ Chair or delegate powers during meetings.
- ✗ Ensure that decisions taken are implemented.
- ✗ Monitor the conservancy activities, impacts and goal thereby ensuring that these are met and that work plans are implemented timely.
- ✗ Monitor conservancy compliance to MET requirements
- ✗ Keep the conservancy membership informed.
- ✗ Solve problems and resolve conflicts within the conservancy and among staff.
- ✗ Supervise the conservancy manager
- ✗ Sign on all conservancy correspondences and documents
- ✗ Core-sign on conservancy cheques

Who is the Conservancy Manager or Coordinator?

The Conservancy Manager is an employee of the conservancy, answerable to the conservancy management committee. The manager is employed to execute and supervise conservancy work-plan and activities on behalf of the Conservancy committee or management



What are the Roles and Duties of the Conservancy Manager or Coordinator?

- Day to day management of the conservancy on behalf of the CC.
- Facilitate development, planning and approval of the conservancy plans by CC and membership.
- Monitor and Follow up contract obligations on behalf of the CC.
- Ensure timely implementation and facilitation of conservancy activities
- Represent the conservancy in various forums in the conservancy area and regional or national level as delegated or approved by the Conservancy Committee.
- Collaborate and be the link between the conservancy and its relevant partners (private sector and public sector)
- Manage conservancy resources and assets on behalf of the CC and membership.
- Supervise and assess performance of conservancy staff
- Compile reports for conservancy management and membership.
- Monitor and give guidance to conservancy enterprises.
- Facilitate the organization of training activities to meet the staff and Conservancy Committee needs.
- Organize and chair staff meetings.
- Liaise with MET and other Government Agencies

