

Peterborough & District Family History Society

Job Description for the Chair

The Chair is an Honorary Officer of the Society and an ex-officio member of the Committee, any sub-committees, and the secondary figure head of the Society, after the President.

The Chair is responsible for the direction and guidance of the Society and should be a potential conduit of suggestions, ideas, complaints and difficulties from the members to the Society Administration.

The Chair is elected annually at the Society's AGM and can serve for a period of up to 3 years. However, this may be extended for not more than two further periods of one year if there is no nomination at that time for a new Chair.

The Chair generally chairs the monthly general meeting and the Society's Committee meetings.

The Chair plans, and agrees with the Secretary, an agenda for Committee meetings which may include item from other members of the Committee.

The Chair is the main representative of the Society to the East Anglia Group of the Family History Federation.

The Chair will need to:

- Gain a working knowledge of the Society's Constitution, systems and processes and be familiar with the work of the key personnel;
- Keep up to date with developments within the family history community;
- Ensure that the Vice-Chair is trained in all aspects of the Chair's role so that:
 - They can deputise for the Chair;
 - Prepare them (if they wish to and are elected) to take over that role when the current Chair's tenure finishes.

SKILLS

- To have organisational skills;
- To have oral and written communication skills;
- To possess tact, discretion and respect for confidentiality;
- To have the ability to both lead and work as part of a team;
- To have the ability to chair both committee and general meetings;
- To be flexible.