**Chair**

**Purpose of the Role**

The Chair is the lead member of the committee. The individual is responsible for managing the Group’s strategy, and Forward Plan. They chair committee meetings and keep everyone on the straight and narrow! The Chair represents the committee and the SHCG membership within the wider museum sector.

**Key Responsibilities**

* Chairing committee meetings (3 per year; attendance and travel = 1 day)
* Preparing for (with Secretary) and chairing AGM (at Conference)
* Managing committee business outside of the meetings (e.g. making sure projects are on track)
* Member of firstBASE steering group
* Attend firstBASE annual meeting with Digital Editor - July
* Taking the lead in liaising with external organisations (e.g. MA, ACE, MDN etc.), which can include coordinating responses to consultations or developing partnership projects
* Member of the Subject Specialist Networks (SSNs) Consortium – 2 meetings per year with reps of other SSNs
* Member of the SSNs exec committee – 3 meetings per year

**Additional Responsibilities**

* Tends to get involved in Conference organisation advising as required
* Lead on grant applications or partnership projects
* General support for all other trustees

**Peak work periods**

* Fairly steady over the year, with most work in preparation for and immediately after Committee meetings
* If involved in Conference, busy May – July, and at Conference itself
* Busy periods sometimes involve up to a day a week e.g. compiling consultation responses, meetings with external partners

**Chair Elect**

**Purpose of the Role**

Chair Elect is the first year of a three-year named post on committee. Chair Elect spends one year shadowing the Chair before taking over as Chair for two years subsequently.

Depending on experience of SHCG committee, Chair Elect can expect to spend a year familiarising themselves with the details of the Constitution, SHCG’s sub committees, committee activities and other documents.

**Person Specification**

* A member of SHCG (individual or institutional). It is not necessary to have served on committee beforehand.
* A willingness to understand key SHCG documents in detail and ability to refer to them
* Project and team leadership skills and experience will be useful, but not essential
* A willingness to travel and advocate for social history when necessary
* A willingness to be the public face of SHCG for the two years as Chair
* Able to deputise for the Chair as necessary
* Able to take on a committee role or project during the first year as necessary

**Impact**

Chair Elect will shadow committee activities working up to taking over as Chair. The Chair is the lead member of the Board of Trustees and works with the Secretary to set meeting agendas and the direction for the committee, keeping in mind voted-for motions at AGM.

SHCG is a registered charity and therefore requires the membership and the committee to think more broadly around public benefit and demonstrating public benefit.

**Support**

During the first year, this role will receive the support of the current Chair and Secretary. During the following two years, the post holder can rely on the support of fellow trustees. Past Chairs can be available for advice and support if required.