**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