**SHCG**

**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.