



# Glamorgan Family History Society

## Cymdeithas Hanes Teuluol Morgannwg

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### JOB DESCRIPTION - CHAIRMAN

#### 1. OVERVIEW

The Chairman is ultimately responsible to the members for the correct, proper and efficient running of Glamorgan Family History Society (GFHS).

The Chairman is one of the four Society Officers elected at the Annual General Meeting to serve for one year.

#### 2. MAIN DUTIES AND RESPONSIBILITIES

- Leading the trustees and members of the Executive Committee in the development of strategic plans for GFHS.
- Providing leadership and support and ensuring that GFHS is run in accordance with the decisions of the trustees, the Constitution, and appropriate legislation.
- Liaising with the GFHS Secretary/Vice Chairman/Minutes Secretary in the drafting of agendas and supporting papers for trustee meetings and ensuring that the business is covered efficiently and effectively in those meetings.
- Undertaking a leadership role in ensuring that the board of trustees (Executive Committee) fulfils its responsibilities for the governance of GFHS.
- Leading, with the assistance of the GFHS Vice Chairman, the development and implementation of procedures for board induction, training and development.
- Implementing an effective communication strategy that includes the needs of the Executive Committee, Branch Committees, Sub-Committees, members and other stakeholders.