



Glamorgan Family History Society

Cymdeithas Hanes Teuluol Morgannwg

JOB DESCRIPTION FOR THE POST OF 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 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 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.

3. MAIN DUTIES

- Liaising with the GFHS Secretary on the planning, setting and chairing of trustee meetings and AGMs.
- Liaising with the GFHS Secretary and Treasurer to draft and circulate the Annual Report and Accounts in accordance with the Constitution for agreement by the Executive Committee.
- Ensuring trustee decisions are acted upon.
- Supporting the members of the Executive Committee.
- Representing GFHS at Family History/Genealogical meetings and events or ensure an appropriate representative is in attendance.
- Acting between full meetings of the Executive Committee in authorising action to be taken intra vires, eg banking transactions and legal documents in accordance with relevant mandates.
- Maintaining the trustees' commitment to Executive Committee renewal and succession management, in line with the Constitution and/or current best practice.