



The Surname Society

JOB DESCRIPTION FOR THE OFFICER POST OF CHAIR

OVERVIEW

The Chair shall be responsible for the general supervision of the affairs of The Surname Society (or 'the Society') and will hold the Committee to account for the Society's mission and vision, providing inclusive leadership to the Committee and ensuring that each Committee member fulfils their duties and responsibilities for the effective governance of the Society. The Chair shall preside at all meetings of the Society and shall perform any other duties given to this office. The Chair will also act as an ambassador and the public face/official spokesperson of the Society.

POSITION TYPE

This is a non-salaried volunteer position elected by members of the Society for a two-year term in accordance with the Constitution (Clause F6.1/F7.1).

REQUIREMENTS

- Must be willing to attend all Committee meetings of the Society
- Must be adept with the use of email, the internet and social media networks
- Must demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Must have strong networking capabilities that can be used for the benefit of the Society
- Must have the ability to foster and promote a collaborative team environment
- Should be familiar with the major research processes in surname studies
- Should have the ability to commit time to conduct the role well, including travel and attending events out of office hours
- Should have excellent communication skills (both verbal and written)

SPECIFIC TASKS

Perform the following duties in furtherance of the Society's goals, including but not limited to:

- Attend and chair any and all meetings of the Society with impartiality, allowing adequate discussion, deliberation, and debate prior to voting on any matter
- Sign contracts and approve documents on behalf of the Society
- Oversee projects, nominating and fundraising
- Approve an agenda for any and all meetings of the Society and ensure distribution to all Committee members at least one week in advance of scheduled meetings
- Represent the Society as its figurehead to other societies/associations
- Ensure an Annual General Meeting of the Society is arranged (in accordance with Constitution Clause G1)
- Manage and delegate tasks unrelated to particular Officers/postholders
- Maintain open communication with all members via appropriate means
- Approve any public-facing documentation prior to publication
- Transfer all Society records within 28 days of term completion

If the Chair is unable to complete a term, the office will be succeeded by the Vice Chair until the next regular election.

TIME COMMITMENT

The Chair's time commitment is, at a minimum, approximately five to seven hours per week.

Approved at the Committee meeting of The Surname Society: 21 August 2021