



The Surname Society

JOB DESCRIPTION FOR THE OFFICER POST OF VICE CHAIR

OVERVIEW

The Vice Chair shall be responsible for the general supervision of the affairs of The Surname Society (or 'the Society') in the absence of the Chair 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 Vice Chair shall preside at all meetings of the Society and shall perform any other duties given to this office. The Vice Chair will also act as an ambassador of the Society.

POSITION TYPE

This is a non-salaried volunteer position appointed by the Committee and is elected bi-annually. The postholder must be a member of the Committee.

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 in the absence of the Chair with impartiality, allowing adequate discussion, deliberation, and debate prior to voting on any matter
- Assist the Chair with matters between meetings
- Deal with specific tasks or issues as requested by the Chair/Committee
- Have a good working knowledge of the Society's Constitution, rules and duties of postholders
- Be well informed of all Society activities and be able to provide overview
- Raise concerns with the Chair as and when they arise
- Maintain open communication with all members via appropriate means
- Transfer all Society records within 28 days of term completion

TIME COMMITMENT

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

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