



ROLE DESCRIPTION: CHAIR OF TRUSTEES

Overall purpose

To lead the Society's Trustee Board and staff ensuring that the Society's charitable objectives are met.

Key responsibilities

The Chair is expected, in addition to the general responsibilities of being a Trustee to:

1. Provide strategic leadership for the Trustees, staff, volunteers and the membership.
2. Chair Trustee meetings and manage Trustee processes
3. Engage with external partners, including funders such as the National Lottery Heritage Fund, to promote the interests of the Society.
4. Ensure that all ethical and legal processes and procedures are adhered to and regularly reviewed and updated, including health and safety, safeguarding, equalities and volunteer support.
5. Appoint the Editors of the Journal and Magazine in conjunction with the Chair of the EL&E Committee.*
6. Act, with others, as the public face of the Society.
7. Manage and chair the AGM including ensuring the production of an Annual Report.
8. Ensure that the governance procedures and structures of the Society are complied with and periodically reviewed, including Trustee conduct, in conjunction with the Hon Secretary.
9. Ensure the financial health of the Society in conjunction with the Treasurer and appropriate staff, including reviewing the Business Plan, reserves and assets including land and property.
10. Involve and engage the Vice Chair in the business of the Society as appropriate.
11. Seek new trustees from diverse sources, manage elections (where appropriate) and induct and support trustees, in conjunction with other Trustees.
12. Act as main point of contact for the Society's President, and enable the President to conduct their role effectively.
13. Act as main point of contact, along with relevant staff for the Society's sister organisations in the USA and Canada, including on occasion attending AGM's, conferences or other events.*

*Whilst retaining oversight, the postholder may delegate to another member of the board by mutual agreement.

Person Specification

Essential

- Enthusiasm for the ideas and legacy of William Morris and his circle.
- The ability to lead and take a strategic perspective.
- Having the skills and experience to work collegiately and chair meetings.

Desirable

- Appreciation of the charity sector and its governance, or a willingness to learn.
- Knowledge of the heritage business sector.
- Fundraising and financial skills.

The post is unpaid, though reasonable expenses are paid, takes approximately 3-4 day a month, and requires reasonable accessibility to London (the Society is based in Hammersmith).

The Chair is elected annually at the first trustees meeting after the AGM, by trustees and holds office for a year. There is an expectation that the Chair will not serve for more than four years.