

Job Specification - Calderdale FHS
Autumn 2014

1. **Title**
Chairman

2. **Main Responsibilities**

- 2.1. AGM.
- 2.2. Monthly General Meetings.
- 2.3. Committee Meetings
- 2.4. General Control.
- 2.5. External Contacts.

3. **Detailed Responsibilities**

AGM

- 3.1. Preparing the agenda & content, in conjunction with the Secretary.
- 3.2. Conducting the AGM, in accordance with the Constitution.
- 3.3. Ensuring that any Agreed Actions from the AGM are recorded and actioned.

Monthly General Meetings

- 3.4. Preparing the content of the monthly meetings.
- 3.5. Ensuring that a responsible member has agreed to obtain the raffle prize & there is someone to propose a vote of thanks to the speaker.
- 3.6. To obtain any relevant material for announcements from the Secretary.
- 3.7. To conduct the meeting, make all necessary announcements to the members, and give ample time for the members to raise any issues that they wish to, for discussion then, or later.

Committee Meetings

- 3.8. To contribute any necessary items for the Agenda, in time for the Secretary to include them.
- 3.9. To conduct the meeting to ensure that all items are fully discussed & the appropriate decisions are made.

General Control

- 3.10. To ensure that all the other officials & other members who take responsibility for activities from time to time have sufficient resources & help to allow them to fulfil their duties.
- 3.11. To be available to liaise amongst the other officials & members to provide information & advice, as necessary.
- 3.12. To ensure that the Constitution is kept up-to-date and any amendments made through the correct channels & presented to the General Membership in the approved manner.
- 3.13. To ensure that the Society conducts its business within the Constitution, and within the law.

External Contacts

- 3.14. Being the main representative of the Society at External functions with which the society is associated.
- 3.15. To be the main contact for external bodies, including :-
 - The Federation of Family History Societies.
 - The Yorkshire Group of FHSs. & to attend their bi-annual meetings with the Secretary or other appointee.