



ROLE DESCRIPTION – CHAIR

The Chair should be:

- Of some experience and standing in the conservation/restoration profession; and capable of maintaining impartial and open standards of professional behaviour in all dealings on behalf of the Group.
- Familiar with live issues in conservation/restoration
- Capable of maintaining a spirit of respect and ethical conduct between colleagues in matters of business
- A good communicator who can liaise with colleagues, stakeholders, and Icon staff

Role:

It is the Chair's role to chair the Group's committee meetings or to see that they are chaired by others. The Chair will oversee and coordinate committee matters so that tasks can be completed and good decisions reached for the conservation community the Group represents. The Chair's role on the committee is to find consensus within the committee so that there is an agreed way forward on matters. The Chair also needs to represent (or enable others to represent) the Group at Icon meetings.

Responsibilities:

Be Well Informed:

- Responsive to, and well-involved in, matters of finance, events, and consultations
- Stay abreast of, and contribute to, the activities that the committee agrees to undertake
- Undertake and continue effective and inclusive communications between colleagues so that timely, well-informed, and effective decisions can be taken.

Oversee, Support, and Coordinate:

- Ensure that the Group's committee members understand their roles within the committee and that allocated tasks are progressing satisfactorily. Individual and collective responsibility is applied to task completion.
- Oversee the continuation of the Group's other specific and collective commitments, such as contributions to Iconnect Magazine and the Group's web or social media pages
- Oversee the financial well-being of the group, supporting the Treasurer
- Liaise with the relevant committee representatives to make sure deadlines are met and information is up to date.
- Develop links between the Group and others working in conservation/Icon staff

Represent & Respond:

- Chair four committee meetings a year together with an AGM and any EGMs, or appoint a deputy to chair meetings when unable to attend.
- Attend (or send a proxy to) Icon Group Chair meetings twice a year and Icon Board meetings twice a year, to represent the Group and report back to the Group's committee.

What will I gain from this role?

All Committee roles count towards your continued professional development. You will learn or improve upon existing skills such as:

- Improved networking and links with conservators, heritage organizations and like-minded peers
- Improved knowledge about voluntary sector workings and governance procedures
- Improved knowledge of other disciplines through links with Group Chairs.
- Transferable skills as a Chair for other charity/professional body organizations, including budget forward planning and monitoring; negotiation and communication skills; understanding of (charity) business management.
- Exposure to new ideas and working styles from colleagues

Soft Skills:

- Communication
- Time management, planning, adaptability, problem-solving
- Teamwork, collaboration, coordination, dependability
- Delegation, leadership, responsibility
- Stakeholder management