

South Oxfordshire Archaeological Group

DUTIES AND RESPONSIBILITIES OF OFFICERS

THE ROLE OF THE CHAIRMAN (FULL FORM)

The Chairman is the senior executive officer of SOAG. The office of Chairman has two essential parts:

1. Planning and running committee, general and Group meetings efficiently, ensuring everything is covered and decisions are made, keeping order, helping the Group deal with differences of opinion and conflicts, ensuring that everyone who wants to has an opportunity to speak, ensuring that guests, hosts, visitors and members are properly treated.
2. Providing leadership, ensuring the Group makes and adheres to priorities and policies, ensuring that the Group is an 'open access' organisation, and serving as a spokesperson to promote the good name of the Group to the public and to the archaeological community.

General Responsibilities

- To provide leadership, develop a strategic vision and short and long term policy objectives, informing and working closely with the President and committee to ensure continuity of purpose
- To ensure the smooth running of the Group and good communications with the members, including mediation as necessary
- To represent the Group to the outside world and make public appearances at relevant events in an ambassadorial and/or spokesperson role to enhance and promote its public and archaeological image
- To be aware of all matters of concern to the Group
- To chair, maintain order and ensure correct procedure at all general and committee meetings
- To ensure good communications with, and the proper reporting and conduct of sub-committees and *ad hoc* committees, attending their meetings as appropriate
- To liaise closely with the Honorary Secretary about dates, venues, arrangements and agendas for all general and committee meetings to ensure they are properly planned and organised
- To liaise with the Honorary Treasurer about the financial state of the Group
- To ensure effective development and implementation of policy and actions arising from committee meetings and from the AGM and any EGM
- To be familiar with all the Group's rules and regulations as contained in the Constitution and any other policy statements issued, and to ensure that these are observed throughout the Group
- To ensure succession planning of officers and recruitment to the committee, with proper and transparent elections
- To be accountable to the membership and report to it on an annual basis, or more frequently if required
- If unavoidable between committee meetings, to take unilateral executive action in respect of, or on behalf of the Group, and subsequently to report on and justify such action to the committee or to the membership at an AGM or EGM

Before each Committee Meeting

- Liaise with the Honorary Secretary to consider the minutes of the last meeting, plan the agenda, and agree which decisions need to be made at the meeting
- Ensure advance circulation of documents for consideration where relevant
- Ensure that all information, documents, and papers are at hand for the meeting

At a Committee Meeting

- Arrive early as members may wish to speak to him or her prior to the meeting.
- Start the meeting on time.
- Ensure that issues referred to the committee and raised by committee members are properly considered, including views not represented on the committee.

- Avoid undue time wasting and, if necessary, set a time limit for any items which are likely to continue for a lengthy period whilst allowing sufficient time for each person to have a say.
- Facilitate discussion during the meeting and encourage all members to participate.
- Bring items on the agenda to a clear conclusion and ensure understanding of such conclusions with a brief review of points. This may involve inviting a specific proposal from the committee.
 - If a vote has to be taken ask for a formal proposal and clarify the procedure. In the event of a tie the Chairman may have the casting vote
 - At the close of a meeting make arrangements for the next meeting and liaise with the Honorary Secretary on actions resulting from the meeting.

Additional guidance

Good chairing does not simply depend upon following the duties and responsibilities (as outlined above) to the letter; it is more than that. The Chairman:

- must be well prepared before each meeting and be forewarned of possible controversial or delicate items on the agenda
- must provide clear direction but appreciate that in this position there will be less opportunity to voice his or her own opinions at meetings
- must know all committee members and be able to recognise their strengths and weaknesses (It is the Chairman's particular responsibility to put at ease new members at their first meeting, to encourage participation by all and delegate responsibility where appropriate.)
- must be aware of relevant Health & Safety and Data Protection policies

At Group Meetings

- Arrive early to meet visitors and guests
- Ensure that visitors and guests are introduced to the President and other key figures
- Start the meeting on time (unless a delay is unavoidable)
- Welcome members, visitors and guests
- Inform attendees of safety regulations at the venue
- Inform the meeting of Group, area and national news and events of interest
- Introduce the speaker or guest and arrange for a vote of thanks to be given
- Be accessible for members to speak to
- In the event of being unable to attend, nominate a deputy and ensure he/she has all relevant information to deal properly with the event

On Visits

- Arrive in good time to meet the hosts
- Introduce the President and other members (as appropriate) to the hosts
- Give a vote of thanks at the end of the visit
- Be accessible for members to speak to
- In the event of being unable to attend, nominate a deputy and ensure he/she has all relevant information to deal properly with the event