

South Oxfordshire Archaeological Group

DUTIES AND RESPONSIBILITIES OF OFFICERS

THE ROLE OF THE CHAIRMAN (SHORT 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.
2. Providing leadership and serving as a spokesperson to promote the good name of the Group to the public and to the archaeological community.

General Responsibilities

- To ensure the smooth running of the Group and good communications with the members, including mediation as necessary
- 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 be accountable to the membership and report to it on an annual basis, or more frequently if required
- In the event of being unable to attend any given meeting or visit, nominate a deputy and ensure he/she has all relevant information to deal properly with the event
- Be accessible for members to speak to

At a Committee Meeting

- 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.

At Group Meetings

- Arrive early to meet visitors and guests
- Ensure that visitors and guests are introduced to key figures
- Welcome members, visitors and guests
- Introduce the speaker or guest and arrange for a vote of thanks to be given

On Visits

- Arrive in good time to meet the hosts
- Introduce the members (as appropriate) to the hosts