

info@arlis.net [www.arlis.net](http://www.arlis.net)

# Chair Elect – role description

The Chair Elect is a member (personal or institutional) of ARLIS/UK & Ireland, nominated for and elected into office biannually by the Society at the AGM.

The Chair Elect will take up office directly after the AGM where they were elected until the conclusion of the AGM the following year, when they shall assume the office of Chair without further vote.

The Chair shall serve a two-year term of office. On completion of this term the Chair shall cease to be an office holder and shall assume the role of Past Chair.

The Chair shall be eligible for re-election as Chair Elect one year after the expiration of his/her term as Past Chair.

The Chair Elect shall be an ex-officio member of the ARLIS UK & Ireland Council and of any other of its Committee.

During their year as Chair Elect, the post holder is encouraged to attend Council meetings and other ARLIS UK & Ireland events in order to better understand the working of the Society, and to prepare for their role as Chair.

The Chair Elect is not required to present an annual report to Council.

In the event that the sitting Chair is unable to complete their term of office, the Chair Elect may be called upon to step up.

# Chair – role description

###

The Chair, together with the Hon. Secretary, Hon. Treasurer, Operational Treasurer and Membership Secretary, is registered with the Charity Commission [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk/) as a trustee of the Society. Together with the Hon. Secretary, Treasurers and Membership Secretary, the Chair makes up the Society’s Officers.

Chairs are first appointed as Chair Elect at the AGM for a year, and become Chair at the following year’s AGM. Chairs remain in place for two years, and become Past Chair, with no attendance obligations and duties but as a point of reference for the new Chair if needed, for a further year.

Ideally, if a Chair foresees they will be unable to complete the term of office~~,~~ they should give at least 3 months’ notice to allow for a new Chair to be appointed and trained. Should this occur in the second year of office, the Chair Elect might be called upon to take up office early.

The Chair is responsible for oversight of the Society’s business and, in consultation with Officers and Council, for the direction of the Society’s activities, policies and programme.

The specific duties include:

1. Chairing of Council Meetings, Officers’ Meetings and the Annual General Meeting.
2. Setting the agenda of the above meetings in consultation with Officers and Council.
3. Approving the minutes of the above meetings as prepared by the Minutes Secretary, before formal presentation at the next meeting of the appropriate body.
4. Attendance at other ARLIS/UK & Ireland meetings as required. The Chair is *ex officio* a member of all Committees and the Conference Working Party. It is considered highly desirable that the Chair should attend the annual conference.
5. Representation of the Society in appropriate contexts: attendance at meetings and functions both in the UK and Ireland and abroad when needed, unless it is more appropriate for another Officer to attend.
6. Providing leadership and strategic advocacy on behalf of UK and Irish art librarianship at a regional, national, and international level, in consultation with ARLIS Council.
7. Drafting and signing of correspondence on behalf of the Society, especially when an ‘official’ response is sought.
8. Ensuring the replacement of Officers by seeking suitable candidates and recruiting future such post-holders.
9. Preparation of an annual report, for approval by the November/December meeting of Council and publication in January/February on the ARLIS UK and Ireland website and for presentation at the Annual General Meeting.
10. Maintenance of copies of all significant correspondence for eventual deposit in the ARLIS Archive with copies as necessary to the Hon. Secretary and other appropriate Officers.

In addition:

The Chair should play an active role in recruiting a Chair Elect. This should involve asking the Chair Elect to consider how they would provide this leadership and advocacy, seeking out support and guidance from relevant senior leaders (via Council) if not already working in a senior role.

In an emergency, each of the office bearers (Chair, Hon. Treasurer, Operational Treasurer, Hon. Secretary, and Membership Secretary) should be willing to assume the duties of another office bearer.