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The following role descriptions are reproduced from the ARLIS Handbook and Constitution.

Chair Elect: Role description

The Chair Elect is a member (personal or institutional) of ARLIS/UK & Ireland, nominated for and elected to 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 Elect shall be an ex-officio member of the ARLIS/UK & Ireland Council and of any other committees or groups.

During their year as Chair Elect, the post holder is encouraged to attend Council meetings and other ARLIS UK & Ireland events 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.

If 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 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.

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 office early.

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

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 and recruiting suitable candidates following recruitment protocol. 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 and seeking out support and guidance from

relevant senior leaders (via Council) if not already working in a senior role.

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.

The Chair, together with the Hon. Secretary, Hon. Treasurer, Treasurer and Membership Secretary, is an ARLIS Officer and registered with the Charity Commission www.charitycommission.gov.uk as a trustee of the Society.

In addition:

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