SOS Committee Role: **Chair of SOS**

The SOS Committee is made up of SOS members who volunteer their time to organise and support SOS where possible. Committee roles are voluntary, and all responsibilities are undertaken in the member's own time, with the actions spanning across the whole year. For committee members with designated roles there may be key periods during the year when actions will be time pressured.

Role Responsibilities

- Arrange, call (through the SOS Membership Secretary) and Chair committee meetings, AGMs and EGMs
- Together with the Membership Secretary, draw up and circulate meeting agendas
- Coordinate and support Committee members with their roles – actions and next steps throughout the year
- Facilitate the day-to-day business of the organisation through working with the Committee
- Proactively explore options and consider members' feedback, ideas and suggestions to move SOS forward then communicate these with the Committee
- Answer queries, challenges or issues that cannot be resolved through normal channels
- Attend functions and represent SOS as an organisation
- Liaise with the Insurance firm for the organisation
- Liaise with the Accountancy firm to support the preparation of the SOS accounts (in conjunction with the SOS Treasurer)
- Access the bank account, approve payments an act as one of two signatories for the organisation (in conjunction with the SOS Treasurer)
- In conjunction with the Marketing Team, help to create content for the Directory, newsletters, print publications and social media

The primary responsibility of the SOS Chair is to Chair the various meetings of the organisation, aiming to start and finish each meeting on time, keeping discussions on topic and ensuring that a broad range of opinions are heard. During meetings, the Chair will have the casting vote in any decisions where a majority opinion of committee members cannot be reached for or against a proposed action.

It is essential for the Chair to have (or quickly gain) in-depth knowledge of Suffolk Open Studios, its history, ethos and model of operation.

It is important for the Chair to be impartial and objective as well as being inclusive and sensitive to the feelings of the members, dealing with any issues that arise in a calm and fair way.

As Chair it is helpful to be confident and to be a networker, to be approachable and to make people feel valued. As the public 'face' of the organisation it is important that the Chair conducts themselves in a professional manner at all times.

The Chair is required to work with the rest of the committee and the organisation's members, to plan for the future, to explore how Suffolk Open Studios can develop and grow and to be proactive in this respect.

It is **not** the role of the Chair to independently direct, or decide on, a course of development for the organisation, nor should they attempt to implement any changes without having first engaged in a full and thorough consultation with the Committee or, if the Committee deems it necessary, with the whole membership, and subsequently coming to an agreement with them.

The Chair is **not** the *manager* of the organisation but is instead the *facilitator,* with an in-depth knowledge of all roles that make up the Committee and a clear understanding of how they must function together in order to maintain high standards of professionalism for the benefit of Suffolk Open Studios members.

The Chair is responsible for ensuring each committee member understands their role and is fully supported in carrying it out.

The Chair will represent the organisation in public forums and at events.

Committee Responsibilities and Expectations

As per the Constitution, the committee are expected to:

- Be elected at the AGM and organise the business of Suffolk Open studios for the coming year.
- Attend committee meetings throughout the year to organise the SOS event and make decisions.
- Members may be reimbursed for expenses incurred when working on behalf of SOS and this will be supervised by the Chair, Vice Chair or Treasurer.