

# Role Descriptor and Person Specification

## Chair of the Executive Committee (Board of Trustees)

### Design History Society

#### Role

Direct Report: DHS Administrator.

In addition to the principles and main duties for all Trustees (see below), the role of the Chair is to provide leadership and direction to the Executive Committee (Board of Trustees) of the DHS. The Chair's aim is to enable the Trustees to fulfill their responsibilities for the overall governance and strategic direction of the Society. The Chair will ensure that the Executive Committee complies with its governing constitution, England and Wales charity law and any other relevant legislation or regulations and to ensure that the organisation pursues its objects as defined in its governing constitution.

The Chair's role is also to work closely with the DHS administrator (paid) helping them to achieve the aims of the Society and to optimise the relationship between the Executive Committee (Board of Trustees) and the DHS administrator.

In addition to the general fiduciary responsibilities of a Trustee, the Chair has a number of responsibilities and tasks specific to their role.

#### Responsibilities

- Provide leadership for the Executive Committee in their role of setting the strategy and policy of the DHS.
- Be up-to-date with matters affecting the DHS and its objectives.
- Give direction to Executive Committee strategy and policy making in accordance with charity regulations and the constitution.
- Annually review the governance and performance of the Executive Committee
- Maintain financial stability for the DHS.
- Protect and manage DHS assets such as the *Journal of Design History*.
- Lead the business strategy of the *Journal of Design History*, working closely with the Chair of the Editorial Board and in conjunction with the Publisher at Oxford University Press.
- Work with and support the Chair of the Editorial Board of the *Journal of Design History* in determining its constitution, terms of reference and effective operation.
- Be an active member of the *Journal of Design History Editorial Board* and other committees or working groups when appropriate, in the role of Chair.
- Safeguard the DHS's reputation and values.
- Make sure all DHS activities comply with regulations and the law.
- Review major risks and make provisions for the DHS to respond appropriately.

- Line-manage the Society Administrator.
- Delegate the above duties where appropriate/ necessary.

## Tasks

- Plan and schedule the annual cycle of Executive Committee and AGM meetings: setting their agendas, chairing these meetings and facilitating Trustees' and members' full involvement, ensuring impartiality and objectivity in meetings and decision-making.
- Monitor the implementation of decisions taken at Executive Committee meetings; keep Trustees informed and act as a point of contact between meetings.
- Lead Trustee recruitment and induction, to strengthen the Executive Committee by finding capable new, diverse Trustees and provide for Chair succession/ induction.
- With the Chair of the Editorial Board, oversee the establishment and activities of the *Journal of Design History* Editorial Board and any other committee, ensuring that they are accountable and report properly to the Executive Committee.
- Monitor and address as necessary any conflict that might arise among Executive Committee, *Journal of Design History* Editorial Board or other committee members or between Trustees and other parts of the DHS.
- Represent and advocate for the DHS and its objectives at appropriate events, meetings, functions, activities or act as a spokesperson for the DHS where appropriate when asked and/or when authorised by the Executive Committee.
- Where people are paid, or appointed to work for or in partnership with the DHS:
  - Liaise with all those paid, appointed or partners to keep an overview of the DHS's affairs and to provide support as necessary.
  - Ensure proper re-numeration where appropriate.
  - Regularly review and annually appraise the performance of people who are paid to work for the DHS, as appropriate.
  - Fully convene and chair all appointment panels, liaising closely with Trustees as necessary.
  - Act as a final stage adjudicator in any resolution of conflict where necessary.

## Time Commitment

- 4 x quarterly Executive Committee Meetings, normally January, April, June, November, on Saturdays 12-4pm, Cowcross Street, Farringdon London.
- 1 x Annual General Meeting of the DHS normally held at the DHS Annual Conference, September.
- 2 x *Journal of Design History* Editorial Board meetings, normally in January, on Fridays, 12-4pm, Cowcross Street, Farringdon London, and at the DHS Annual Conference, September.
- 1 x Annual *Journal of Design History* Business meeting with Oxford University Press, normally June, at OUP offices.
- DHS Annual Conference: normally 3-4 days early September.
- General other tasks are estimated to require 1 day / month in addition to the above.

## **Person Specification**

### **Essential Experience, Knowledge and Expertise:**

- Excellent understanding of and strong commitment to the DHS and its objectives.
- Understanding of the legal duties, responsibilities and liabilities of Trusteeship.
- Significant knowledge of wide-ranging, high-level and strategic design history research and teaching and learning in the UK HEI context.
- Experience of strategic leadership in an organisational context.
- Excellent track record of and commitment to developing international design history networks.
- Proven ability in building and maintaining collaborative professional partnerships.
- Experience of managing people in an organisational context.
- Experience in successful team or committee work and/ or Trusteeship and good chairing skills.
- Experience in successful fiscal management.
- Experience in and knowledge of the business and work of academic publishing.
- Expertise in analysing, evaluating and adjudicating DHS invited applications (e.g. for grants, awards, conference and seminar proposals).

### **Essential personal attributes:**

- Strategic vision for the DHS and its objectives.
- Willingness to devote time and effort to the role of Chair.
- A fair and collegiate approach to problem solving and management.
- Excellent communication and interpersonal skills via a range of communication channels.
- Commitment to impartiality, fairness and confidentiality.
- Good, independent judgment.
- Tact and diplomacy.
- Commitment to equal opportunities and inclusive practices.

## **The principles and main duties for all Trustees**

Trustees have and must accept ultimate responsibility for directing the affairs of the DHS with reasonable care and skill, and ensuring that it is solvent, well-run, and delivering the charitable outcomes for the benefit of the DHS membership and the wider constituency of those interested in and engaged in Design History research and teaching and learning.

In doing so, DHS Trustees must exercise compliance, prudence and duty of care:

1. Ensuring that the DHS complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensuring that the DHS prepares reports on what it has achieved and Annual Returns and accounts as required by law.
2. Ensuring that the DHS adheres to the requirements set out in its constitution and that it remains true to the charitable purpose and objects set out there.
3. Complying with the requirements of other legislation and other regulators (as appropriate), which govern the activities of the DHS.
4. Acting with integrity, avoiding any personal conflicts of interest or misuse of DHS funds or assets.
5. Ensuring that the DHS is and will remain solvent, using its funds reasonably, and only in furtherance of DHS objectives; avoiding activities that might place the DHS's funds and reputation at undue risk, and seeking professional advice on all matters where there may be material risk to the DHS, or where the Trustees or other committee members may be in breach of their duties.

In addition to the duties of all Trustees, each Trustee should use any specific skills, knowledge or experience they have to help the Executive Committee of the DHS reach sound decisions. This will involve scrutinising committee papers, leading discussions, focusing on key concerns, and providing advice and guidance requested by the Committee on new initiatives or other issues relevant to the area of the DHS's work in which the Trustee has special expertise. All Trustees must be members of the Design History Society for the duration of their role.

## **DHS Governing Document**

[https://www.designhistorysociety.org/uploads/documents/Constitution-CIO\(Association\)Constitution.pdf](https://www.designhistorysociety.org/uploads/documents/Constitution-CIO(Association)Constitution.pdf)

## **DHS Trustees Annual Reports**

[www.designhistorysociety.org/about/agm\\_reports/index.html](http://www.designhistorysociety.org/about/agm_reports/index.html)