

Inclusion Officer, Design History Society Trustee

As a voluntary, unpaid member of the Executive Committee, the Inclusion Officer will work towards ensuring that the best practices of inclusion, equity, and diversity are enacted across the society. The Inclusion Officer will be responsible for developing a set of clear guidelines for inclusive practices across the DHS conference, the student conference, and membership. The Inclusion Officer will liaise primarily with the Communications Officer, the DHS Chair and the Senior Administrator. Trustees are expected to serve a term of 3 years with the opportunity to extend to 5 years.

Key Responsibilities

- To develop a set of guidelines for inclusive practices to be applied across the society's various spheres of activity and communication.
- To remain up-to-date with the latest inclusive practices and discourses as they emerge
- To attend and to provide progress reports at the quarterly Executive Committee meetings, to provide a written report on the year's activities for the Annual Review (by July), and to present this activity to the membership at the AGM at the annual conference (first week of September).

Skills and Experience Required

- Excellent knowledge of inclusion practices and their application within public-facing organisations
- Evidence of having (co)developed or worked with inclusion guidelines
- Interest in the field of design history and its wider networks
- Excellent communication and organisational skills
- Interpersonal skills vital to working collaboratively and collegially and reaching consensus in forming collective decisions amongst the Trustees (essential)

General requirements and commitments of Trustees

- Commitment to equality and diversity
- Attendance at 4 x online quarterly Executive Committee Meetings, normally held in January, April, June and November
- Attendance in-person at the Annual General Meeting, normally held at the DHS Annual Conference in September (location can be global)
- Attendance at the DHS Annual Conference, normally 3-4 days in early September (location can be global)
- Submit reports before quarterly meetings and for the Annual Review
- To abide by the Charity Commission's code of conduct, in all his/her/their work for the society
- To assist occasionally with grant assessment.