

Conference Liaison Officer

Design History Society (Board of Trustees)



Role Summary

The role of the Conference Liaison Officer is to oversee the competition to host the Annual Conference of the Design History Society and to liaise with the DHS Board of Trustees and the Convenors to ensure the smooth running of the conference. As a Trustee of the Design History Society, the Conference Liaison Officer is also expected to adhere to the responsibilities set out by the Charity Commission and the DHS Constitution (see below) and participate in general committee activities which support the Society in its broader mission. All Trustees must be members of the Design History Society for the duration of their role.

Key Responsibilities

- To oversee the recruitment of annual conference Convenors and to advise them on their initial proposals as necessary. This is carried out in conjunction with the Chair of the Society and the Board of Trustees, who make the final decision on proposals and are responsible for the terms of agreement between the Society and the host institution.
- To act as the main point of DHS contact for Convenors before, during and after conferences (in person or in writing as necessary), supporting and facilitating their work and advising on issues arising.
- To liaise with the Convenors and the Board of Trustees throughout the conference process.

Specific Tasks

- To advertise and organise the annual competition to host the conference and to inform the applicants of the decision of the Board of Trustees.
- To assist the convenors with the call for, and assessment of, abstracts, including the recruitment of the panel of assessors.
- To assist the convenors with organising the conference panels and timetable.
- To alert convenors to deadlines such as funding applications and conference promotion opportunities within the Society.
- To maintain and develop up-to-date written guidelines for convenors which reflect the wishes of the Society.
- To organise the DHS reception at the Annual Conference.
- To assist the Teaching and Learning Officer in awarding the DHS Conference Bursary Award.

Time Commitment

- 4 x quarterly Executive Committee Meetings (normally in January, April, June, November, on Saturday afternoons at the DHS Office in Cowcross Street, Farringdon London)
- 1 x Annual General Meeting of the DHS (normally held at the DHS Annual Conference, September).
- DHS Annual Conference (normally 3-4 days early September).
- Other tasks and general committee duties will require approximately 2 days per month in addition to the above.

Person Specification

- A strong interest in Design History or relevant fields (essential).
- Understanding of, and commitment to, the DHS and its objectives (essential)
- Experience of collaborative and/or committee work (essential)
- Experience of organising and promoting conferences and events (essential)
- Good communication and interpersonal skills via a range of communication channels (essential)
- Experience of working across different institutions, in the UK and beyond (desirable)
- A network of international contacts active in researching and teaching design history and related fields (desirable)
- Commitment to equal opportunities and inclusive practices (essential).

General Trustee Responsibilities

In addition to the duties of all Trustees set out in the DHS Constitution and the Charity Commission (see links below for full details), each Trustee should use their skills, knowledge and experience to help the Executive Committee reach sound decisions. This might involve scrutinising committee papers, assessing applications, contributing to 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 DHS work in which the Trustee has expertise.

The DHS Constitution:

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

Charity Commission guidance on the key duties of all trustees of charities:

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>

DHS Trustees Annual Reports can be found here:

<https://www.designhistorysociety.org/about/agm-reports>

To apply for this role, please complete the application form (available on the DHS website) and return to the DHS Administrator at designhistorysociety@gmail.com. **The deadline for submissions is 5pm, 20 October 2017.**