

## **Conference Liaison Officer, Design History Society Trustee**

As a voluntary, unpaid member of the Executive Committee, the Conference Liaison Officer oversees the open competition to host the annual conference of the Design History Society and liaises with the convenors on key aspects of the conference.

### **Key Responsibilities**

- To oversee the search for annual conference convenors and to advise them on the application process.
- To act as the main point of contact between the DHS and convenors before, during and after conferences.
- To assist the convenors with organising the conference panels and timetable.
- To assist respective DHS officers with organising DHS-led events at the annual conference, such as DHS Prize-giving ceremonies, meetings, student events and publishing workshops
- To support sustainability of the Conference
- To oversee the representation of the DHS at the College Art Association conference.

### **Skills and Experience Required**

- Good knowledge of the field of design history and its wider networks
- Excellent communication and organisational skills.
- An awareness and understanding of academic teaching and research practice, at all levels.

### **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 in-person 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.
- The term of office will be three years