

Royston Arts Festival Chair Role description

The Chair is the chief officer of Royston Arts Festival and is responsible to the Royston Arts Festival Management Committee and the festival's members.

Responsibilities and Duties

The Chair should:

- be completely familiar with the constitution, procedures and policies of Royston Arts Festival
- act on behalf of the Royston Arts Festival and represent it externally
- be responsible for chairing and managing meetings of the Management Committee
- oversee and guide decisions taken by the Management Committee
- liaise with the Secretary on the Agenda for each meeting and review the draft minutes before they are circulated
- in conjunction with the Secretary, prepare and present the annual report
- liaise with the Treasurer to ensure that funds are spent properly and in the best interests of the club
- if unable to attend any committee meeting, ensure the Vice Chair is briefed on the Agenda

Knowledge and Skills Required

Ideally the Chair is someone who:

- Can communicate effectively.
- Is well organised and can delegate tasks.
- Can maintain confidentiality on relevant matters.
- Has a good working knowledge of the constitution.

Estimated Time Commitment Required

The estimated time commitment required as the Chair of Royston Arts Festival is two hours per week but will vary throughout the year.

The Chair is appointed for a one year period.