



# Job Description Chairman & Director of the N Gauge Society

## CHAIRMAN OF THE N-GAUGE SOCIETY

Date of Formulation; 1 January 2024

Date of Review; Annually in April

<b>POSITION</b>	VOLUNTEER, Officer of the Committee and Director
<b>ROLE</b>	Chairman and 1 of 4 Directors of The N Gauge Society Limited
<b>GROUP</b>	Central Services
<b>QUALIFICATIONS REQUIRED</b>	<ul style="list-style-type: none"><li>• IT Proficient (MS Office Word, Excel, Email &amp; One Drive) where appropriate.</li><li>• Experience of chairing of committees and running of organisations preferable.</li></ul>
<b>DUE DILIGENCE REQUIRED</b>	YES
<b>RESPONSIBLE TO</b>	The Committee, and through them the Membership for the efficient running of the N Gauge Society
<b>PURPOSE</b>	<p>The Chairman is the primary face of the society, responsible to the membership for:</p> <ol style="list-style-type: none"><li>1. Having an overview of the Society - the big picture and way forward.</li><li>2. Initiating discussions on the improvement of the Society.</li><li>3. Representing the Society in a public environment.</li><li>4. Chairing Committee Meetings and the Annual General Meeting both virtual and Face-to-Face.</li><li>5. In conjunction with the General Secretary, prepare the agenda for Committee meetings:<ol style="list-style-type: none"><li>a. Leading the Committee at Committee meetings.</li><li>b. Running meetings effectively.</li><li>c. Addressing and resolving all agenda items.</li><li>d. Casting the decisive vote in any split decision</li></ol></li><li>6. Covering the Society's business in a timely and comprehensive manner throughout the year.</li><li>7. Organising and taking part in the Society's Appeals process.</li><li>8. Enforcing the committee's decision in disciplinary matters.</li><li>9. Facilitating succession planning and the recruitment of Committee members</li></ol>
<b>AUTHORITY</b>	<ol style="list-style-type: none"><li>1. Authority over all Committee Members, NGS Officers and NGS Support Staff</li></ol>
<b>SECONDARY ROLES</b>	Webmaster (Temporary Role) See separate Job Description
<b>TERM OF OFFICE</b>	<ol style="list-style-type: none"><li>1. The incumbent by default must be a current member of the N-Gauge Society.</li><li>2. This is a voluntary post with no fixed term of office.</li></ol>