



# **Swindon Open Studios Committee Job Description**

## **Position Chairperson**

**Role Description** The figurehead for the association, represents the group on an official basis. The Chairperson unites the committee, and has an overview of all activity within the committee. Has overall responsibility for ensuring the association's aims are met. Specific tasks include:-

- Arrange committee meetings and produce agendas for all meetings
- Ensure the Swindon Open Studios (SOS) event is run smoothly, coordinate activities of the committee members, and through them, the activities of the wider team of volunteers.
- Working with the committee, make a project plan for the year, including plans for Marketing, Events and Sponsorship teams. Agree overall aims for the year, and indicators for success.
- Project management - check things are running to plan. This is delegated to representatives for the teams, however the Chairperson has an overview.
- Working with the committee, make a review of the year, including Marketing, Events and Sponsorship teams.
- Working with the secretary to ensure AGM is held. Chair the AGM.
- Prepare and make overall report for AGM
- Assist team with email and messenger where necessary

### **Person Spec**

Organizational and people skills

Ability to delegate

Passion for the Swindon Open Studios event (: -))

### **Expected time**

Attend one committee meeting per month (2 hours per month)

Comms assist secretary where necessary with email / messenger

General tasks; Project management and delegation expected to be greater during the 5 months before the event, especially the month before. From 2 hours a month to 20 hours a month during busy times

### **Remuneration**

This is a voluntary position