



CHAIR PROFILE

Responsible to: Lace Society Members

Main Purpose of Post: To lead the Committee in the common aim of furthering the craft of lacemaking.

Responsibilities:

- To Chair the AGM and Rally annually.
- To Chair the main Committee meetings and any other Sub Committee meetings as required.
- To ensure effective and economical management of The Society resources.
- To work closely with the Secretary to arrange agendas.
- To work closely with the Treasurer to safeguard financial spending and ensure value for money on all expenditure.
- To work closely with the Membership Officer to instigate innovative ideas to attract new members.
- To work closely with the Editor to locate suitable articles and lace patterns for publication.
- To develop strategies to meet the requirements of the Lace Society and its members.
- To communicate with Committee members via the “Chair’s Message” in the quarterly Newsletter.
- To provide opening comments to any books and pattern leaflets as shall from time to time be produced.
- To review Role Profiles on, at least, an annual basis.
- To review Lace Society policies on an annual basis.
- To provide half yearly / annual petty cash accounts to the Treasurer for auditing.

MJW January 2017