

# Northamptonshire Family History Society

## Role Description: Chair

**Job Title:** Chair of NFHS  
**Location:** Working from Home  
**Reports to:** Executive Committee and President

### Position Overview:

The Chair of Northamptonshire Family History Society is responsible for leading and overseeing the activities of the Society, ensuring that its mission, values, and objectives are upheld. The Chair will provide strategic direction, foster community engagement, and work collaboratively with the Executive Committee, volunteers, and members to promote family history research and education. The primary responsibility will be to provide general oversight of the Society, to ensure legal and governance responsibilities are met, to work closely with an Administration Officer/Secretary with regards to day to day running of the Society.

### Key Responsibilities:

#### 1 Leadership & Governance:

- Chair bi-monthly committee meetings, ensuring effective decision-making and proper governance.
- Ensure the Society adheres to legal, ethical, and operational standards as well as following Charity Commission Guidance, in particular with regard to policies and trustee documentation.
- Act as the public face of the Society, representing its interests with partners in the wider local heritage community and within the Federation of Family History Societies.
- Liaise and work with the Treasurer to prepare relevant reports and policies for the annual Independent Examination of the Society's accounts.
- Work closely with the Treasurer to oversee the development of annual budgets and ensure the Society operates within its financial means.
- Liaise with the Administration Officer/Secretary regarding reports for the Annual General Meeting
- Liaise with the Webmaster, Social Media Officer and Newsletter Editor regarding content for the Society's newsletter, journal, website, and social media.
- Have general oversight of all the Society's activities and support other Trustees with their roles.

## **2 Strategic Planning & Development:**

- Work with the Executive Committee to define the Society's objectives, both short and long term.

## **3 Community Engagement & Membership:**

- Foster a welcoming and inclusive environment for Society members and volunteers.
- Lead outreach efforts to expand membership and raise awareness about the benefits of family history research.
- Encourage member participation in Society and external events, workshops, and research initiatives.

## **4 Events:**

- Oversee and support the organisation of Society events, such as workshops, lectures, conferences and attendance at various Fairs and events.

## **5 Partnership Building:**

- Continue to build and maintain relationships with Northamptonshire Archives, Northamptonshire Heritage Forum and other partners within the local heritage sector.
- Maintain the existing relationships with the Family History Federation and others in the wider genealogical community.
- Seek collaboration opportunities that enhance the Society's work and impact.

## **Desirable Experience:**

- A strong passion for family history research and genealogy.
- Strong organisational and problem-solving skills.
- Excellent communication and interpersonal skills.
- Experience in strategic planning and non-profit governance.
- Experience in event planning.

## **Other Aspects:**

This is a volunteer position and unremunerated.

The role involves working closely with the Vice Chair, Administration Officer and Treasurer.

Reasonable expenses may be claimed for expenditure incurred on Society business.

## **If Interested:**

Please get in touch via [info@northant-fhs.org](mailto:info@northant-fhs.org) giving as much information as possible.

All expressions of interests will be acknowledged.