

Northamptonshire Family History Society

Role Description: Vice -Chair

Job Title: Vice-Chair of NFHS
Location: Working from Home
Reports to: Chair & Executive Committee

Position Overview:

The Vice -Chair of will work closely with the Chair of Northamptonshire Family History Society. It is envisaged that they will support the Chair with the governance and oversight, providing a critical sounding board, assisting with strategy, ensuring good governance, leadership and sharing the workload. You will also work closely with the Administration Officer with regards to the day-to-day running of the Society.

Key Responsibilities:

1 Leadership & Governance:

- Ensure the Society adheres to legal, ethical, and operational standards as well as following Charity Commission Guidance, in particular regarding policies and trustee documentation.
- Alongside the Chair, you will 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 with the Webmaster, Social Media Officer and Newsletter Editor regarding content for the Society's newsletter, journal, website, and social media.
- Working with the Chair, you will have a general oversight of all the Society's activities and support other Trustees with their roles.

You will support and work closely with the Chair regarding the following

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 giving as much information as possible.

All expressions of interests will be acknowledged.