

# The Kew Society Chair

## Role Description updated May 2018

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1. In accordance with the Kew Society Constitution, the Chair is elected annually by the Kew Society membership at the Annual General Meeting. The maximum term of office is 6 years, after which she/he must stand down. After 6 years, she/he is eligible for re-election after a 1 year gap.
2. The Chair of the Kew Society is a Trustee of the Society and must be a member of the Society and a resident of Kew. The Chair is responsible for:
  - Chairing regular meetings of the Executive Committee, the Annual General Meeting and any Extraordinary General Meetings;
  - Consultation with the Honorary Secretary to convene meetings in accordance with the Constitution;
  - Acting as a figurehead for the Kew Society, representing it at functions, meetings or in the press;
  - Providing leadership for the Executive Committee in furtherance of the aims of the Kew Society set out in its Constitution;
  - Ensuring decisions of the Executive Committee are implemented and are in accordance with the Kew Society Constitution and Terms of Reference for Sub-Committees;
  - Liaising with the Kew Society Patrons, keeping them informed of actions of the Kew Society Executive Committee;
  - Ensuring the right mix of skills for the Executive Committee;
  - Securing the future of the Kew Society by leading succession planning for Trustees of the Kew Society.
3. The Chair must be familiar with the Constitutional requirements of the Society and the role of Trustees and Officers and ensure that all new Trustees are aware of their responsibilities as set out in the Society's Trustee Induction document.
4. The time commitment for the Chair includes:
  - Attendance at committee meetings. (These are held currently monthly except in August, and last no longer than 2 hours);
  - Attendance at the AGM once a year in October;
  - Preparation of meeting agendas and reviewing minutes of Executive Committee Meetings, AGMs and any EGMs;
  - Preparation of a 1 page Chair's report for the Annual Accounts and oversight of all necessary documents for AGMs or EGMs in accordance with the Constitution;
  - Answering emails sent to [chair@kewsociety.org](mailto:chair@kewsociety.org) or referring such emails to relevant Executive Committee Members for response;
  - Attendance at relevant functions and meetings to which the Kew Society is invited;
  - Attendance at events organised by the Kew Society from time to time.