



## CBA YORKSHIRE JOB DESCRIPTION HONORARY CHAIR

### **OVERALL PURPOSE OF POST**

The overall purpose of the post is to manage the affairs of the group by chairing the quarterly committee meetings and the AGM and Symposium. The post holder should direct and encourage the work of the group and represent the group in meetings with the National CBA and other national and regional bodies as circumstances permit or by delegating to other members of the committee. The post holder will be a strong advocate for archaeology in the region.

The post holder will become a Trustee of CBA Yorkshire and is for a fixed term of two years (under review)

### **MAIN ROLES AND RESPONSIBILITIES**

- (1) Chair the quarterly committee meetings, the Annual General Meeting and the Symposium plus any other meetings as may be required
- (2) Act as the main representative of the group in meetings with National CBA and with external organisations
- (3) Maintain a strategic overview of the development of the group
- (4) Maintain a working relationship with other members of the committee
- (5) Act as one of the nominated cheque signatories for the group

### **PERSONAL REQUIREMENTS**

- (1) Understanding of the broad issues facing archaeology regionally and nationally
- (2) Ability to think strategically
- (3) Understand the basic workings of a committee structure

### **PERSONAL DEVELOPMENT**

This post will give you experience of:

- (1) Undertaking a key role at the head of a team
- (2) Being a strong advocate for archaeology in the region
- (3) Building relationships with allied groups including the National CBA and other CBA regional groups