



## CBA YORKSHIRE JOB DESCRIPTION HONORARY VICE-CHAIR

### **OVERALL PURPOSE OF POST**

The overall purpose of the post is to assist the group's Chairperson in the management of the affairs of the group. This may include representing the Chairperson at the quarterly committee meetings and the AGM and Symposium. The post holder has the main responsibility for overseeing the group's Digital Data Policy and making sure that the group's activities are compliant with GDPR legislation. 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) Oversee the group's Digital Data Policy and make sure that the group is compliant with General Data Protection Legislation (GDPR)
- (2) Chair the quarterly committee meetings, the Annual General Meeting and the Symposium plus any other meetings as may be required in the absence of the Chairperson
- (3) Act in support of the Chairperson in meetings with National CBA and external organisations
- (4) Maintain a strategic overview of the development of the group
- (5) Maintain a working relationship with other members of the committee

### **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
- (4) Understanding the basics of GDPR legislation and how it applies to the group

### **PERSONAL DEVELOPMENT**

This post will give you experience of:

- (1) Undertaking a key role within a team especially with regard to data protection
- (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