



# Job Description Chairman & Director of the N Gauge Society

## CHAIRMAN OF THE N-GAUGE SOCIETY

**Date of Formulation;**            **1 January 2024**

**Date of Review;**                **Annually in April**

|                                |   |
|--------------------------------|---|
| <b>POSITION</b>                | VOLUNTEER, Officer of the Committee and Director  |
| <b>ROLE</b>                    | Chairman and 1 of 4 Directors of The N Gauge Society Limited  |
| <b>GROUP</b>                   | Central Services  |
| <b>QUALIFICATIONS REQUIRED</b> | <ul style="list-style-type: none"> <li>• IT Proficient (MS Office Word, Excel, Email &amp; One Drive) where appropriate.</li> <li>• Experience of chairing of committees and running of organisations preferable.</li> </ul>  |
| <b>DUE DILIGENCE REQUIRED</b>  | YES   |
| <b>RESPONSIBLE TO</b>          | The Committee, and through them the Membership for the efficient running of the N Gauge Society   |
| <b>PURPOSE</b>                 | <p>The Chairman is the primary face of the society, responsible to the membership for:</p> <ol style="list-style-type: none"> <li>1. Having an overview of the Society - the big picture and way forward.</li> <li>2. Initiating discussions on the improvement of the Society.</li> <li>3. Representing the Society in a public environment.</li> <li>4. Chairing Committee Meetings and the Annual General Meeting both virtual and Face-to-Face.</li> <li>5. In conjunction with the General Secretary, prepare the agenda for Committee meetings:             <ol style="list-style-type: none"> <li>a. Leading the Committee at Committee meetings.</li> <li>b. Running meetings effectively.</li> <li>c. Addressing and resolving all agenda items.</li> <li>d. Casting the decisive vote in any split decision</li> </ol> </li> <li>6. Covering the Society's business in a timely and comprehensive manner throughout the year.</li> <li>7. Organising and taking part in the Society's Appeals process.</li> <li>8. Enforcing the committee's decision in disciplinary matters.</li> <li>9. Facilitating succession planning and the recruitment of Committee members</li> </ol> |
| <b>AUTHORITY</b>               | 1. Authority over all Committee Members, NGS Officers and NGS Support Staff   |
| <b>SECONDARY ROLES</b>         | Webmaster (Temporary Role) See separate Job Description   |
| <b>TERM OF OFFICE</b>          | <ol style="list-style-type: none"> <li>1. The incumbent by default must be a current member of the N-Gauge Society.</li> <li>2. This is a voluntary post with no fixed term of office.</li> </ol>   |