



Chairperson - Job Description

The chairman is appointed by the members and reports to the vice-chairs Executive Committee.

General Duties:

- Preside over board or executive committee
- Supply vision and imagination in implementing the requirements and objects of the CONSTITUTION at the highest level working closely with the Vice-Chairs.

The Charity's objects ("the objects") are:

Leamington Studio Artists is established for the benefit of the general public and its primary objectives are:

- (1) To represent and promote the Visual Arts in Leamington Spa and the surrounding area.
- (2) To foster and improve public education, interest, and appreciation in all forms of the Visual Arts.
- (3) To provide and encourage access to the Visual Arts for the general public.
- (4) To assist and facilitate necessitous artists of promise in the continuance of their work.

In furtherance of the above objectives:

- (a) To act as a focal and contact point for the Visual Arts in the WDC area, linking artists, local institutions and organisations from the community.
- (b) To organise relevant Visual Art exhibitions, events, and opportunities for the general public.
- (c) To establish and provide studio and exhibition spaces.
- (d) To promote racial, sexual, and physical equality in the Visual Arts.
- (e) To aid in the development of new talent, without prejudice to training or age, in the Visual Arts.
- (f) To encourage professional practice in all aspects of the Visual Arts.
- (g) To provide for the general benefit of the area other related cultural and artistic facilities.

- Take chair at general meetings, within which: to ensure orderly conduct; fair and appropriate opportunity for all to contribute; suitable time allocation per item; determining order of agenda; directing discussion towards consensus; clarifying and summing up actions and policies
- Act as the organisation's representative in its dealings with the outside world
- Play a leading part in determining composition of the vice-chairs, executive committee and sub-committees, so as to achieve harmony and effectiveness
- Take decisions as delegated by the executive committee and where required chair board meetings.
- Identify, develop and direct the implementation of business strategy
- Plan and direct the organisation's activities to achieve stated/agreed targets and standards for financial and trading performance, quality, culture and legislative adherence
- Recruit, select and develop executive team members
- Direct functions and performance via the executive committee

- Maintain and develop organisational culture, values and reputation in its markets and with all volunteers , members, suppliers, partners and regulatory/official bodies
- Report to the executive committee on organisational plans and performance

Qualifications:

- Demonstrated examples of leadership skills, especially among peer group
- Strong interpersonal, organizational skills and project management skills
- Previous experience leading committees or teams
- Ability to motivate and inspire others and lead by example
- Demonstrated initiative; ability to recognize problems quickly and apply sound solutions
- Excellent communication skills: professional email/phone correspondence, public speaking and presentation proficiency
- Task-oriented and reliable
- Enthusiastic and passionate about Artists development and leadership
- Experience and willingness to learn and teach others
- Good working knowledge of MS Excel (Mail Merge, forms, data sorting etc.)