

Job Description: Chair

Job Title: Chair of Midland Ancestors

Location: Working from Home, with occasional attendance in Central Birmingham

Reports to: Board of Trustees / Executive Committee

Job Overview:

The Chair of Midland Ancestors is responsible for leading and overseeing the activities of the Society, ensuring that its mission, values, and objectives are upheld. The Chair will provide strategic direction, foster community engagement, and work collaboratively with the board, volunteers, and members to promote family history research and education.

Key Responsibilities:

1. Leadership & Governance:

- Lead and chair regular Board meetings, ensuring effective decision-making and proper governance.
- Work closely with Board members, Officers and MA's Local Groups to develop and execute long-term strategic plans for the Society.
- Ensure the Society adheres to legal, ethical, and operational standards.
- Act as the public face of the Society, representing its interests at external events and through media outreach.

2. Strategic Planning & Development:

- Work with the Board to define the Society's vision, mission, and objectives.
- Identify opportunities for growth and development, including partnerships, funding sources, and new programmes.
- Oversee the development of annual budgets and ensure the Society operates within its financial means.

3. Community Engagement & Membership:

- Foster a welcoming and inclusive environment for Society members and volunteers.
- Lead outreach efforts to expand membership and raise awareness about the benefits of family history research.
- Encourage member participation in Society and external events, workshops, and research initiatives.

4. Event Management:

- Oversee and support the organisation of Society events, such as genealogical workshops, guest lectures, and annual conferences.
- Ensure that events align with the Society's goals and provide value to members.

5. **Collaboration & Partnership Building:**

- Build and maintain relationships with other genealogical societies, historical organisations, the archive community, and relevant institutions.
- Seek collaboration opportunities that enhance the Society's work and impact.

6. **Communication & Advocacy:**

- Ensure effective communication between the Board, members, and external stakeholders.
- Advocate for the value of family history research and genealogy within the broader community.
- Oversee the development of the Society's newsletter, journal, website, and social media presence to keep members informed and engaged.

Qualifications:

- Proven leadership experience, preferably in a non-profit, historical, or genealogical setting.
- A strong passion for family history research and genealogy.
- Strong organisational and problem-solving skills.
- Excellent communication and interpersonal skills.
- Experience in strategic planning and non-profit governance.
- Ability to work independently and as part of a team.
- Ability to motivate, inspire and manage a diverse group of volunteers and members.

Desirable Experience:

- Experience in event planning and fundraising.
- Familiarity with genealogical research tools and databases.
- Previous involvement with a historical or genealogical society.

Commitment:

- This is a volunteer position and unremunerated.
- The Chair is expected to dedicate 24 hours per month to fulfil the responsibilities of the role, including attending Board meetings and overseeing Society activities.

Other Aspects

The role involves close working with the General Secretary and Treasurer.

The Society has an IT service and support agreement with an external IT company.

Reasonable expenses may be claimed for expenditures incurred on Society business.

How to Apply:

Interested candidates should submit a CV and a covering letter outlining their qualifications and interest in the role to trustees@midanc.uk. All submissions will be acknowledged.