**Stained Glass Group Vacancy: Chair**

The Chair is responsible for overseeing the committee and all committee activities, including meetings and events. The Chair is a member of the Executive Committee along with the Treasurer and Secretary. The Chair is expected to hold office for a fixed term of three years.

**Specific responsibilities:**

1. To chair, plan and contribute to Committee meetings
2. To organise and chair the annual AGM, including producing a Chair’s report
3. To ensure that SGG events are planned and organised, and to Chair these events
4. To ensure that all SGG events are in line with Icon’s strategic objectives.
5. To organise feedback from the Group for Icon News
6. To attend the Group Chairs Meetings on behalf of the SGG members
7. To liaise with the SGG Secretary to ensure all records are maintained
8. To liaise with Treasurer and ensure the group finances are in order

**Benefits:**

Taking on the role of Chair you will gain experience and confidence in leadership, project and diplomacy. Working with a great committee, you will oversee the creation and running of exciting events and conferences, and vastly expand your network of contacts.

**Person specification for Committee Chair**

Essential/Desirable Knowledge

• To bring motivation and enthusiasm to SGG events

• Understand conference logistics and strategies for successful delivery

• Understand Icon’s purpose and strategic aims

Skills

• Good chairing skills to keep the Committee meetings on track at meetings

• Able to stimulate objectivity and highlight areas for improvement

• Team player with good interpersonal skills

• Diplomacy

• Able to generate a consensus approach in line with strategic aims.

• Ability to delegate

• Analytical skills, ability to manage information

• Attention to detail and efficiency

• Ability to communicate effectively both verbally and in writing

Experience

• Accredited member of Icon

• Organising seminars, workshops, or conferences

• Proven experience of chairing complex meetings

• Able to demonstrate integrity

If you are interested, or would like further information, please contact us at [iconstainedglass@gmail.com](mailto:iconstainedglass@gmail.com)