

Appointment of Chair and Vice Chair for Icon's Conferences Committee

1. Introduction

The Conferences Committee (CC) members of this committee take part on a voluntary basis, and their main responsibility is to carry out the duties noted in the CC Terms of Reference.

The purpose of the Conferences Committee (CC) is to:

- have a point of accountability for all Icon organizers
- have clearly defined responsibility for areas of delivery
- have quality assurance in content and delivery
- ensure all conferences make a small financial surplus or, at worst, break even
- have clear communication between Icon Staff, the Board of Trustees, Groups and any other stakeholders related to the organisation of a conference (i.e. external contractor)

The CC membership will represent the conservation specialisms that cover the areas of work included within Icon membership. A conference timetable will need to be produced, and deadlines would need to be set accordingly to ensure a smooth transition of personnel and the operation of the conference process.

2. Role of the Chair of the Conferences Committee

- To chair, plan and contribute to the Committee meetings
- Ensure that the conferences being planned are meeting Icon's strategic objectives.
- Support and advise on the conference planner and ensure all conference proposals are considered fairly.
- Liaise with the CC secretary to ensure all records are maintained
- The Chair is expected to hold office for a fixed term of three years, with the possibility of extending another three.

3. Role of the Vice Chair of the Conferences Committee

- Attend and contribute to the CC meetings
- Support the Chair of the CC with the planning of the meetings
- To stand in for the CC when there is a conflict of interest and, or unavoidable absences
- The Vice Chair is expected to hold office for a fixed term of three years, with the possibility of extending another three.

4. Process for the appointments

- i) An invitation will be sent to all ACRs with an invitation to apply for the role as Chair of the CC and Vice Chair of the CC.
- ii) The Nomination Committee would be set up to identify a CC Chair and Vice Chair and include:
 - Chair of PSD/ or BoT representative
 - CE of Icon
 - Head of Professional Development (HPD)

- iii) The list of ACR applicants would be considered by the Nominations Committee to produce a shortlist of potential accredited members that would meet the criteria set for the CC Chair and Vice Chair roles (see below) and place them in order of preference with a focus to identify someone with a broad understanding of the cultural heritage community.
- iv) The CE of Icon would contact the preferred appointees and invite them to consider the role. If they declined, the next person identified would be approached.

5. Person specification for CC Chair

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> Have a broad understanding of the cultural heritage community. Have a breadth of knowledge outside own specialism Understand conference logistics and strategies for successful delivery Understand Icon's purpose and strategic aims 	
Skills	<ul style="list-style-type: none"> Good chairing skills to keep the Conferences Committee members on track at meetings and to cope with the diversity of issues that arise 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 	<ul style="list-style-type: none"> Analytical skills, ability to manage information Attention to detail and efficiency Ability to communicate effectively both verbally and in writing
Experience	<ul style="list-style-type: none"> Accredited member of Icon Organising seminars, workshops, or conferences Proven experience of chairing large complex meetings Able to demonstrate integrity 	<ul style="list-style-type: none"> Recognised standing within the cultural heritage community

6. Person specification for CC Vice Chair

	Essential	Desirable
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Knowledge	<ul style="list-style-type: none"> • Have a broad understanding of the cultural heritage community • Understand conference logistics and strategies for successful delivery • Understand Icon's purpose and strategic aims 	<ul style="list-style-type: none"> • Have a breadth of knowledge outside own specialism
Skills	<ul style="list-style-type: none"> • Time management skills to help Conferences Committee members keep on track with the diversity of issues that arise • Able to highlight areas for improvement • Team player with good interpersonal skills • Diplomacy 	<ul style="list-style-type: none"> • Attention to detail and efficiency • Ability to communicate effectively both verbally and in writing • Creative thinking
Experience	<ul style="list-style-type: none"> • Accredited member of Icon • Organising seminars, workshops, or conferences • Proven experience of chairing meetings • Able to demonstrate integrity 	

End
