



ADH Executive Committee Chair Role Description

Role Title:	Executive Committee Chair	Reports to:	ADH Trustees
Organisation:	The Association of Dress Historians (ADH)	Manages:	Executive Committee team
Purpose of role:			
<p>The Executive Committee Chair oversees the operations of the ADH by providing support and leadership to the Executive Committee team and acting as a lead point of contact between ADH Trustees and operations. The role provides advice and steer in ensuring operations benefit members, are inclusive for wider audiences and that ADH team members are treated fairly, with high standards of respect, dignity and inclusion. The Executive Committee Chair role aims to create a cohesive and resilient operations team, valuing individual voluntary contributions for positive impact and upholding ADH charitable aims.</p>			
Role description			
<p>Key tasks: To lead the Executive Committee team by:</p> <ul style="list-style-type: none"> ● Advising on workload management and team structure. ● Providing steer on achievable outputs. ● Developing and promoting the vision and charitable aims of ADH agreed with ADH Trustees and Executive Team. ● Encouraging and facilitating cross-team communications. ● Calling and chairing Executive Committee meetings (at least three per year). ● Reporting to the Trustees on behalf of the Executive Committee. ● Acting as a stand-in for Executive Committee role holders when necessary. ● Facilitating sector partnerships to benefit the Executive Committee and ADH operations. ● Working closely alongside the Treasurer and Secretary to ensure essential ADH administration is undertaken in a timely manner. 			
Skills and experience			
<p>Essential:</p> <ul style="list-style-type: none"> ● A strong understanding of professional and scholarly sectors associated with dress and textile history. ● Knowledge of the UK charity sector and the Charity Commission. ● Experience of team coordination or leadership. ● Proven organizational skills, including workflow planning to meet multiple deadlines. 			

- The ability to communicate in concise, friendly and inclusive formats using written, verbal and visual communication skills.
- A desire to promote partnership, collaboration and establish new talent within dress and textile history scholarship.
- Understanding of budget management in relation to conferences, bursaries and/or related academic outputs.
- Ability to use Microsoft Office package and cloud-based file management systems.
- Ability to commit to and promote the values and charitable aims of ADH.

Desirable:

- Familiarity with Zoom, Box, Slack and Mailchimp.
- An interest in enhancing diverse representation and learning inclusion in the dress and textile history sector.
- Comfortable communicating between cultures and language translations.
- An awareness of previous ADH operations and outputs.

Tenure and hours

- This role is voluntary with a three-year tenure and formally voted in by ADH Members at the Annual General Meeting in December.
- The role holder will be invited to sit on the ADH Board of Trustees after a settling-in period.
- Resignation can be offered at any time, but the role holder is expected to stay in position until they have handed over to a replacement candidate or made other provision, where necessary.
- ADH roles are supported by a two-month hand-over or induction. This is considered as a review period to ensure both candidate and ADH team agree with uptake of the role.
- The role will require an average of 4 hours per week split across several days, with limited busier periods.
- The role will have administrative assistance from ADH Secretary and Treasurer.

For an informal discussion about this role please contact Kirsten Burrall via deputychair@dresshistorians.org

To apply please send a covering note explaining how you feel you fit the role and a CV to:
 Kirsten Burrall: deputychair@dresshistorians.org
 & Emily Taylor: secretary@dresshistorians.org