SOS Committee Role: **Chair of SOS**

*SOS Committee members are members who volunteer their time to organise and support SOS where possible. Committee roles are voluntary, and all responsibilities are undertaken in their own time, with the actions spanning across the whole year. There will be some times of the year when some actions will be time pressured.*

Role Responsibilities

* Facilitate the business of the organisation working with the committee
* Organise and chair committee meetings, AGM and EGMs
* Coordinate and lead committee members on actions, next steps and roles throughout the year
* Attend functions and represent SOS as an organisation
* Consider members feedback, ideas and suggestions to move SOS forward
* Liaise with Insurance firm for the organisation
* Liaise with Accountancy firm to support SOS accounts
* Access to the bank account and approve payments
* Answer queries, challenges or issues that cannot be resolved through normal channels
* Communicate with committee members ideas and plans for the coming year
* Write content for the newsletters and member information

The Chair role needs to be impartial and objective and can delegate actions where necessary. The role needs to ensure they are sensitive to the feelings of the members and fellow artists, listening to feedback/concerns and dealing with any issues as they arise. It is important for the person to be approachable to ensure inclusivity.

Committee Responsibilities and Expectations

As per the Constitution, the committee are expected to:

* Be elected at the AGM and organise the business of Suffolk Open studios for the coming year.
* Attend committee meetings throughout the year to organise the SOS event and make decisions.
* Members may be reimbursed for expenses incurred when working on behalf of SOS and this will be supervised by the Chair, Vice Chair or Treasurer.