

CHAIRMAN	
Type	Trustee
Term Length	3 years
Meeting attendance	Yes, yes mostly via Zoom
Membership required	Yes; previous committee experience (not necessarily on CLAS) preferable.
Job-share	Yes, 2 people
Job description	<ul style="list-style-type: none"> • Has overall responsibility for ensuring the Aims of the Society, as set out in the constitution, are met • Chairs the Management Committee (MC) meetings held every three months and ensures proposed actions are completed; has the casting vote in the event of an equally-divided vote • Liaises with the Administrator in the day-to-day organisation of the Society • Sits ex-officio on the CLAS Academic Standards Board (CASB), and on any CLAS sub-committee, if required. Sets up such sub-committees as are needed to support the MC • Chairs the AGM as well as any EGMs, according to the Constitution and prepares the Chairman's Report and presentation at the AGM • Attends or arranges for a representative of the Society to attend any CLAS and any other appropriate external events • Supports committee members by being in regular contact with the individual officers, checking on any progress and help required in the various areas of interest • Takes the necessary steps, in conjunction with the Treasurer, to ensure that the Society is financially viable, in both the short and long term • Is not expected to have in-depth knowledge of every aspect of CLAS and will usually pass on any queries to the relevant Officer • Listens to suggestions and recommendations from members and raises them at Trustee committee meetings for consideration • Recommends and initiates new projects which promote the Society within the wider world of the calligraphy and lettering arts.
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