

The Society of Architectural Historians of Great Britain

## ROLE VACANCY: CHAIR OF THE SOCIETY

The Trustees and Executive Committee of the Society of Architectural Historians of Great Britain (SAHGB) are seeking a Chair with strategic vision and creativity, demonstrable passion for communicating architectural history to diverse audiences, motivation to support architectural historians in their various professional contexts, and a proven track record of delivering projects, services and institutional change.

The Society is at an exciting juncture in its history. We have a highly energised team poised to develop and deliver a number of initiatives, ranging from expanded educational funding to strengthening and broadening our programme of public and professional events. We are refining our digital offer, beginning with a re-design of our website, and we are developing a package of work to promote Equality, Diversity and Inclusion in our discipline. We have also recently undertaken a review of our governance to develop effective and agile decision-making and co-ordination.

We welcome applications for the role of Chair from architectural historians of all backgrounds, including (but not limited to) those working in academia, the heritage and museum sectors, architectural conservation, and other relevant roles. We particularly encourage applications from under-represented communities in architectural history and our feeder sectors.

### OUR MISSION

The Society of Architectural Historians of Great Britain exists to:

**REPRESENT** architectural history in the United Kingdom

**INSPIRE** a lifelong enjoyment of architectural history for all

**ENGAGE** diverse audiences through professional and public programming

**PROMOTE** architectural history at all levels in education, research and publishing

**ADVOCATE** for an inclusive architectural history for the public benefit

### OUR ORGANISATION

As the principal subject association for architectural history in the United Kingdom and as a registered charity, we promote the discipline of architectural history through advocacy and charitable giving. We advocate for the subject in higher education, heritage and conservation bodies, and museums and galleries. We award grants to support research and publication, and we are the only organisation of our kind in the UK to award a significant number of annual bursaries for postgraduate study. These awards and scholarships are open to all.

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The Society is run by an Executive Committee (Board of Trustees) and four Standing Committees:

- Learning, Education and Research
- Finance, Membership and Management
- Digital, Content and Communications
- Journal and Publications Management

These Standing Committees and their Sub-Committees are run by an active and growing body of volunteer Officers and co-opted members. We currently employ one part-time administrative assistant, line-managed by the Secretary.

Please click [here](#) for a link to our Articles of Association, and see the Appendix for our current organisational structure.

## OUR MEMBERSHIP

As a membership organisation, we provide opportunities for gathering and exchanging knowledge and ideas about architectural history. Our members study the history of architecture and the built environment of all times and places, and do so from a wide variety of disciplinary perspectives and institutional settings. We organise a diverse programme of events for our membership and the public, and provide a members' magazine, *The Architectural Historian*. We publish and disseminate research and scholarship through our leading peer-reviewed journal, *Architectural History*, by funding publications, most recently the Twentieth Century Society's 'Twentieth Century Architects' series, and across a growing number of other media and platforms.

## ROLE DESCRIPTION

### Remuneration and Time Commitment

The position of Chair is voluntary role for a fixed term of one year, normally renewed for a further two years.

As currently constituted, the role occupies on average 8 – 12 hours per week including attendance at:

- 4 x quarterly Executive Committee Meetings, normally January, April, June, September, on Friday afternoons, 1-5pm in London
- 1 x Annual General Meeting of the SAHGB, normally held before the SAHGB Annual Study Tour (former Conference) in late August/September. The Chair is also expected to attend the Study Tour
- The Society's flagship events (including the Annual Lecture and Annual Symposium)

Travel expenses are reimbursed by the Society.

## Responsibilities

- To act – in common with the rest of the Executive Committee – as a trustee with fiduciary responsibility for the charity. Responsibilities include:
  - Chairing quarterly meetings of the Executive Committee
  - Acting as a trustee and company director of the Society
  - As such approving the annual budget and accounts
  - As such collectively reporting to the membership at the AGM
- To champion the Society and advocate on its behalf, safeguarding its reputation and values and acting as its spokesperson when requested by the Executive Committee
- To protect and manage the Society's assets, including the Society's journal, *Architectural History*
- To maintain financial stability for the SAHGB, in close collaboration with the Treasurer and the Finance, Membership and Management Committee
- To co-ordinate and lead a diverse team of Society officers and volunteers, in close collaboration with the Secretary and Governance Sub-Committee
- To foster a team spirit and a collegiate, fair and inclusive atmosphere for the Society's volunteers, officers and members

## Tasks

- To chair Executive Committee meetings, participate in the Standing Committees and other Sub-Committees, and to act as a judge or assessor on grants, awards and prizes panels and recruitment panels
- To lead on the development of a 3-year corporate strategy and cognate policies in accordance with the Society's articles of association and Charity Commission guidelines
- To guide the Executive Committee and its Standing Committees in delivering on its mission statement, corporate strategy and annual business plans
- To lead the business strategy of *Architectural History*, collaborating closely with the Journal Editor, Deputy Editor, Editorial Board, the Journals and Publications Management Standing Committee, and the Publisher at Cambridge University Press
- To review annually the governance and performance of the Executive Committee through the Governance Sub-Committee

## PERSON SPECIFICATION

### Essential

- Understanding of and commitment to the SAHGB and its fundamental objectives
- High-profile in your chosen field and specialism, with a track record of publication and/or project delivery
- Substantial knowledge of and extensive networks in the SAHGB's primary feeder sectors (higher education, the heritage and museums sectors, and conservation practice) in the United Kingdom and preferably internationally
- Experience of chairing meetings, team management and line management, as well as strategic leadership
- Experience in building and maintaining collaborative professional partnerships
- Strong interpersonal skills, including flexibility, receptivity to diverse opinion, collaborative working

### Desirable

- Previous or current service on the SAHGB Executive Committee, Standing Committees or sub-committees
- Developed and delivered on a corporate strategy
- Experience of budget management, annual business planning, and investment
- Experience of academic editing
- Experience in project management, including a sound knowledge of current digital tools and management systems
- Experience with funding applications for research grants, experience of partnership-building and fundraising activities more generally

# APPENDIX SAHGB Organisational Structure

