The Society of Architectural Historians of Great Britain

ANNUAL STUDY TOUR: DELEGATE TRAVEL NOTES

Coventry and Warwickshire
Three Spires, A Bear and Ragged Staff

Thursday 29 August – Sunday 1 September 2019

ARRIVAL IN CONVENTRY

The University of Warwick, on the periphery of the City of Coventry, will be the hub for the duration of the conference. For further information see: https://warwick.ac.uk/about/visiting/directions/

BY RAIL

https://www.nationalrail.co.uk/stations_destinations/192778.aspx

Coventry is the most convenient train station for most visitors. It’s served by trains from London Euston, Birmingham (New Street and International) and Leicester. On an average weekday, there are 82 trains travelling from London to Coventry on the main West Coast line from Euston to Glasgow, with a journey time of between 1 and 1.5 hours. From the north, there are frequent trains from Birmingham New Street. From Coventry station, it’s easy to get a taxi or bus. Canley and Tile Hill train stations are both served by trains from London, Milton Keynes, Birmingham, Coventry, Rugby and Northampton. Neither station has a taxi rank, so if you don’t want to walk, book a taxi in advance. Leamington Spa is served by trains from Birmingham, Coventry, Oxford, Reading and London Marylebone.

It can often be significantly cheaper to take a bus. The bus stop is located outside the main station entrance: take the 11 or the 12X; 18A or 87. It will take 25 mins. You’ll need to have the right money as the bus drivers don’t give change. A taxi will take approximately 10-15 minutes; there is a rank just outside the station.

BY CAR

It is recommended that drivers approach the University from the Kenilworth Road/Gibbett Hill junction of the A429 and Gibbett Hill Road. The postcode CV4 7AL will direct your SatNav to Gibbett Hill Road, the main road through the University. Find out traffic updates here: information for drivers to campus. Visitor parking at the Central University Campus is on a pay-and-display basis, though parking is free at weekends. Pay machines only accept the correct change. See here for further information:

https://warwick.ac.uk/services/conferences/guestinfo/parking/
https://warwick.ac.uk/services/carparks/where/where_can_i_park_-_june_2019_map.pdf and
https://warwick.ac.uk/services/carparks/p_and_d
BY COACH

The most convenient major centre is Coventry, which is well served by national links. Once you have arrived in Coventry, there are frequent local bus services to the University. Details of coach travel can be obtained from National Express. Megabus also offer a coach service to Coventry from a selection of locations around the United Kingdom, including London. There’s a Megabus coach stop at Coventry’s Pool Meadow Bus Station.

TIMINGS

The Study Tour concludes at 17.00 at the University of Warwick, and the coaches will then continue to Coventry Train Station where they will drop off. Train reservations from 18.00 would be prudent.

Further, detailed information regarding check-in will be posted nearer the time: *it is important that you please keep checking the website for updates.*
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.

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.

OUR OFFER TO YOU

This may be your first trustee role. We hope that in return for your commitment of time, energy and knowledge, you will gain

- Broad experience of charity operation and governance
- Consolidated experience of committee work
- Enhanced professional and academic networks
- Deeper understanding of the practice of architectural history across the UK
- Leadership experience

You may be offered a mentor to support your personal development in the role.

ROLE DESCRIPTION

Remuneration and Time Commitment

The position of Programmes Officer and Trustee is a voluntary role for a fixed term of one year, normally renewed for a further two years. There is no remuneration.
This is a new role, created to take forward our aspirations to expand our range and depth of public programmes and events. You should expect it to require at least 10 working days, plus occasional weekend or evening events. You are not expected to attend every event scheduled for members/professionals/students but you are encouraged to sample the variety of formats offered across the year. You will need to be available during weekdays for the following:

- 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 evening Annual Lecture and Saturday Annual Symposium)

Travel expenses are reimbursed by the Society.

**Responsibilities**

As a Trustee of the charity your responsibilities will be to:

- Act – in common with the rest of the Executive Committee – as a trustee with fiduciary responsibility for the charity. Responsibilities include:
  - 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 attend quarterly Executive Committee meetings and participate in Committee work

- 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 foster a team spirit and a collegiate, fair and inclusive atmosphere for the Society’s volunteers, officers and members

- As Programmes Officer your responsibilities will be to:
  - Have strategic oversight for public and professional events, including conferences, symposia, study tours etc and our wider learning offer
  - Responsibility for logistical and financial arrangements common to all event delivery, working closely with the Treasurer, Membership Officer and Secretary
  - Responsibility for third-party delivery of programme elements or parts thereof (such as the Symposium, which is often convened by someone external to the organisation)
To assist in maintaining financial stability for the SAHGB, in close collaboration with the Treasurer and the Finance, Membership and Management Committee, by devising timely and relevant costed events

To co-ordinate and lead a diverse team of Society officers and volunteers

Tasks

- Participate in the Learning, Education and Research Standing Committee (chaired by the Education Officer) and formally set up and chair a Programmes Sub-committee
- Organise and deliver a number of Society events, including the Annual Lecture and Awards Ceremony, a Benefactors Evening and Volunteer Party, working closely with the Fundraising and Development Officer
- Participate in other cognate Sub-Committees and panels including the Content Co-ordination Sub-Committee, ensuring that content from our events is made available to our membership and the public and the Awards, Prizes and Grants Management Sub-Committee which oversees our programme of internationally respected awards.
- To support the development of a 3-year corporate strategy and cognate policies in accordance with the Society’s articles of association and Charity Commission guidelines, by providing direction on Programmes strategy and policies
- To create annual business plans for Programmes in support of the mission of the SAHGB
- To devise and shape new opportunities for SAHGB events, including establishing networks with professional bodies and national agencies for the historic environment

PERSON SPECIFICATION

Essential

- Demonstrable alignment with the mission and objectives of the SAHGB
- Relevant knowledge and experience within the broad field of architectural history
- Some experience of leadership, through team-leading, chairing, project or programme leadership
- Experience in building and maintaining collaborative professional partnerships
- Strong interpersonal skills, including flexibility, consensus building, collaborative working
● An appetite for innovation and managing change will be essential in this new role, as some established events are due for reappraisal and new event formats are desirable.

● Ability to build and maintain collaborative professional partnerships with individuals and institutions in the heritage, cultural and higher education sectors

**Desirable**

● Prior experience of voluntary roles in the heritage or cognate sector

● Experience of planning and delivering a range of events for public or professional audiences

● Good scholarly standing in your field

● Evidence of strong time-management skills

● Some experience of partnership-building and network development activities