

## Role Description: CHAIR OF MEETINGS AND CONFERENCES COMMITTEE

### *Background*

The Royal Meteorological Society is the UK's Professional and Learned Society for weather and climate and its mission is **to advance the understanding of weather and climate, and its application, for the benefit of all**. The Society plays a key role as the custodian of both the science and the profession of meteorology in the UK and has an important role to play internationally as one of the world's largest meteorological Societies. The Society promotes equality, diversity and inclusion to create greater opportunity for any individual to fulfil their potential, irrespective of their background or circumstances. We would therefore strongly encourage women and individuals of under-represented groups to apply.

### *Role*

The role of the Meetings and Conferences Committee is to advance the science and its application of weather and climate by facilitating and guiding the delivery of high-quality events to a growing and increasingly diverse audience from across the meteorological community and other related disciplines. It is responsible for shaping and keeping under review the delivery of the Society's events strategy delivering a programme which takes the following strategic objectives into consideration.

The Chair of the Meetings and Conferences Committee plays a key role as one of the Officers of the Society in helping to shape and develop the future direction of the organisation and has responsibility to oversee all aspects of the events programme of work. The Chair is nominated and elected in accordance with the Society's Charter and By-Laws. The Society is a registered charity and as such, each elected Member of Council serves as a Trustee of the Society.

### *Responsibilities*

The main responsibilities of the Chair of the Meetings and Conferences Committee are:

- Trustee of the Society attending three Council meetings each year and serve as a representative on the Societal Benefits Board;
- Chair three Meeting and Conferences Committee meetings per year, contributing to the preparation of the agendas and papers and approving minutes;
- Appoint members to the Meetings and Conferences Committee who comprise a balance of specialities from across the meteorological and climate science community who can represent the interests of likely groups of attendees;
- Play a key role in the development and implementation of the Society's events strategy which provides a programme of events that span the broad interests of the membership;
- With the support of the Committee Members, agree the events programme (typically planned 12 months ahead) and agree timing of events, target audience, joint event partners and where to publicise events to maximise audience numbers;
- Ensure each event has active involvement from a Meeting Organiser who will be a member of the committee who will support the Society events team in delivery of the programme;
- Support larger events, which will typically have their own organising and programme committees and ensuring complementary themes and a blended schedule of events across the year;
- Contribute to the development and implementation of the Society's events strategy;
- Keep the Meetings and Conferences Committee's Terms of Reference under regular review;
- Respond to communications from the Society in a timely manner.

### *Requirements*

The successful candidate will ideally have:

- understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship;
- experience of chairing meetings;
- knowledge of the science of meteorology and related disciplines and/or its application;
- a commitment to the purpose, objects and values of the organisation;
- clear and accurate record keeping and good attention to detail;
- an ability to analyse information and, when necessary, challenge constructively;
- a willingness to devote the necessary time and effort;

- an ability to think strategically without becoming too involved in the detail;
- enthusiasm and drive for the role and responsibilities.

#### *Term of Office*

The Chair of the Meetings and Conferences Committee serves a five-year term of office.

#### *Support*

The role will be supported by the Events Team. This is a voluntary role and expenses will be reimbursed in line with the Royal Meteorological Society Expenses Policy.