



## CHAIRMAN: JOB RESPONSIBILITIES

The main responsibilities of the Chairman of the Consortium of European Research Libraries (CERL) are set out below. In carrying out these responsibilities, the Chairman

liaises closely with the Secretary and the Executive Manager, and with the various Committees of the Consortium. The Chairman is responsible to the Consortium's Membership.

### 1. POLICY

1.1. The Chairman is responsible for the overall strategic direction and implementation of the Consortium's activities.

1.2. The Chairman is ultimately responsible for ensuring that the necessary policies are in place to guide and advance the Consortium's activities.

1.3. The Chairman is responsible for the initiation of policy, and for the overall guiding and monitoring of such policies, in liaison with the Secretary and the Executive Manager.

1.4. The Chairman is responsible for ensuring that the Membership's decisions at Annual General Meetings, and at other relevant times, are implemented efficiently and in a timely manner.

### 2. FINANCE

2.1. The Chairman is responsible for overseeing the Consortium's finances, and for ensuring that proper checks and balances are in place, in liaison with the Treasurer and the Executive Manager.

2.2. The Chairman is ultimately responsible for ensuring that the Membership's resources are at all times carefully and responsibly managed.

2.3. The Chairman is responsible for ensuring effective overall liaison with the Consortium's service providers and for the negotiation of contracts.

### 3. MANAGEMENT AND ORGANIZATION

3.1. The Chairman holds overall responsibility for ensuring that the Consortium's activities are efficiently managed in the interests of the Consortium's Membership.

3.2. The Chairman is responsible for fostering and maintaining a team approach, and for ensuring that the Consortium's work is advanced and carried forward effectively by the team.

3.3. The Chairman is responsible for chairing Annual General Meetings, and meetings of the CERL Board of Directors, the CERL Executive Committee and the CERL Finance Committee.

#### **4. PROMOTION**

4.1. The Chairman must act as an advocate for the Consortium, and make every effort to increase its visibility and its benefits across Europe and internationally.

4.2. The Chairman is responsible for ensuring that appropriate initiatives and policies are in place to promote the activities of the Consortium across Europe and internationally.

#### **5. GENERAL**

5.1. The Chairman will undertake any other relevant duties that may occur from time to time and can be considered to fall within the responsibilities of the Chairman. He will closely liaise with those to whom strategically relevant duties have been delegated.

5.2. The Consortium's Secretariat office is located in London; the Executive Manager currently works in an office at the Royal Library at The Hague.

5.3. The Chairman of CERL can come from any of the countries which have CERL membership.

5.4. Due to the international and multilingual character of the Consortium, the Chairman must be fluent in spoken and written English, which is the working language of the Consortium.

March 2017