Roles and Duties for SOMUS Board members (2027-2030)

GENERAL OBLIGATIONS

Individuals running for election to the Board must:

- Be an individual voting member of ICOM-SOMUS in good standing when candidacy is submitted
- Be able to dedicate the necessary time to contribute to the work required (as listed below)
- Be able to raise resources to attend Board meetings
- Not have functions, personal affiliations or roles causing conflict of interest, in serving ICOM-SOMUS
- Comply with the ICOM Rules and Regulations, in particular:
  - Respect for ICOM's ethical principles and the commitment to serve its interests;
  - Safeguarding of confidentiality in particular with respect to discussions and documents;
  - Duty of loyalty, any Member of one of ICOM's governing bodies must uphold and comply with the decisions made within that body;
  - The obligation to exercise restraint, elected Members or Members of Committees must not use their position for self-interest;
  - The use of ICOM resources is prohibited outside his or her functions.

Any breach or failure to abide by these principles may result in disciplinary action.

General duties of all SOMUS Board members are:

- Participation in Travel Grant Selection
- Work on Special Projects
- Planning of Annual and Triennial Conferences
- Planning the SOMUS session for the ICOM General Conference
- Collect, write and edit contributions for our newsletter for distribution
- Participate in monthly Board meetings
- Participate in all Annual Assemblies (in-person or online)

Specific duties of SOMUS Board officers are:

CHAIR

- Responsible for the running and administration of the Committee and ensures that this is carried out in accordance with the aims of the Committee and ICOM overall guidelines, rules and regulations.
- Signs agreements and other legal documents on behalf of the Committee in agreement with "Delegation of Authority" from the ICOM President.

- Oversees IC By-Laws.
- Supervises the progress and content of any project initiated by the Committee.
- Oversees finances and approves payments in collaboration with the Treasurer.
- Oversees strategic planning progress.
- Manages the negotiation and collaboration between ICOM-SOMUS and partner committees for the Triennial Conference.
- Plans and oversees the Board meetings in collaboration with the local host for the meeting and the ICOM-SOMUS secretary.
- Writes the Annual Report to ICOM, based on input from Secretary, Treasurer and Working Groups (Working Group Annual reports)
- In charge of communication and collaboration with sustainable partners and other organisations or individuals pertinent to the Committee.
- Participates in the annual ICOM Advisory Board meeting in Paris (beginning of June) and the ICOM General Conference.
- Prepares the Committee's participation in these meetings.
- Raises upcoming issues with Board members for information or discussions.
- Responsible for oversight of ICOM-SOMUS Secretariat and manager for the Secretary.

VICE CHAIRS

- Works closely with the Chair, giving advice, opinions and helping in administrative and strategical issues.
- Will be assigned special tasks, such as writing Special Project Applications to ICOM (SAREC) and other applications for funding or support.
- Assists with annual reports and represents SOMUS in meetings and events when the Chair is prevented from attending.
- Involved with the planning and negotiations with partner committees for the Triennial Conference.
- May take a principal role in the SOMUS strategic planning process and partnerships with other ICOM committees, universities, museums and associations.

TREASURER

- Initiates, manages and records money flows into and from the SOMUS bank account
- Prepares the triennial and annual budgets
- Maintains finances and budgets and reports to Chair and Board before every board meeting
- Prepares the annual financial report to ICOM and forwards to Chair for inclusion in the ICOM Annual report by end of each December.
- Consulted prior to any decisions regarding major expenditures.

SECRETARY

- Supports Chair in management of email queries and communications
- Organises Board meetings whether online or in-person, and takes Minutes of Meetings
- Maintains confidential contacts database of members in line with ICOM GDPR policies

- Advises Chair on strategic decisions

In addition to the official ICOM role holder positions, our committee has a number of Working Groups that carry out the day-to-day tasks of our international committee.

When running for election, please indicate which ones you are keen to contribute to, and in what ways:

WORKING GROUP PUBLICATIONS

The Publications Working Group consists of those board members who are interested in SOMUS' textual publications. Ideally, members of the Working Group are affiliated in an educational capacity with a university or museum, and are willing to assist if called on in the production of scientific and accessible texts, lending their expertise in reviewing and editing and making suggestions for future publications. Prepares reports for Board meetings, and annual reports by the end of December each year.

WORKING GROUP COMMUNICATIONS

Manages and curates content for social media platforms, newsletters, and the website. Oversees activity on Instagram, Facebook, LinkedIn, and X, ensuring consistent engagement and content updates. Drafts, edits, and distributes newsletters, ensuring timely updates and relevant content. Maintains and updates website content in English, French, and Spanish; adds publications and conference details. Develops strategies to enhance engagement across digital platforms and strengthen interaction with SOMUS members. Maintains internal communication with SOMUS members and liaises with ICOM committees and external partners for collaborative efforts.

WORKING GROUP CONFERENCES

Facilitates the strategic planning and implementation of SOMUS symposia and related events, ensuring alignment with SOMUS' objectives and themes. Liaises and collaborates with board members, ICOM stakeholders, and external organisations and partners to ensure successful event delivery. Participates to the elaboration of partnerships in terms of scientific and financial agreements. Monitors and evaluates the success of each symposium, ensuring adherence to budgets, and compiles reports and recommendations to guide future planning. Prepares and submits detailed reports for Board meetings and contributes to the annual report by the end of December each year.

WORKING GROUP INTERNAL RULES

Responsible for monitoring and continually working on the SOMUS internal rules (by-laws) and proposing necessary updates to be considered by SOMUS members in Annual General Assemblies.