

Chair: Discussion Meetings Committee

Role Description

The chair of the Discussion Meetings Committee (DMC) is responsible for developing, promoting and building support for the Discussion Meetings programme, working closely with the Discussion Papers Editor, Journals Manager and Discussion Meetings Committee (DMC) on all aspects of this traditional, high-profile area of the Society's journal activity. The role also communicates with and supports the Honorary Officer for Journals who represents Discussion Meetings at Council.

Purpose of the Role

The chair will:

- Lead the operational delivery of the Discussion Meetings programme through the DMC, bringing expertise in meetings organisation and topic selection and advising the Society's leadership on these matters.
- Contribute to the development of strategy in consultation with the HO for Journals.
- Represent the Society to stakeholders on all aspects of the programme and to Discussion Meeting audiences.
- Provide support and guidance to staff and volunteers in the development and implementation of a Discussion Meetings programme that helps the Society fulfil its charitable remit and policy objectives.

Term of Office

The chair will normally be expected to serve for four years. No chair shall serve for more than six years in any period of ten consecutive years.

Commitment

The time commitment and balance of activities depend to some extent on the priorities of the Society and those of the specific duties of the role at any given time.

The chair of Discussion Meetings should expect to volunteer an average of ten hours a month with the expectation that the volunteer will attend a number of meetings per year with the Discussion papers editor and the Journals Manager to plan the annual programme of Discussion Meetings; one annual meeting of the Discussion Meetings Committee (AGM) in the Spring; some or all the scheduled Discussion Meeting events; one or more section meetings; one or more meetings with the Honorary Officer for Journals. Full support will be provided by the Journals Manager.

Additional tasks are flexible and desk-based, largely involving email or preparing reports.

Location

The Royal Statistical Society office is located at Development House, 56-64 Leonard Street, London, EC2A 4LT. The Discussion Meeting events will be held in-person and/or online with at least one meeting held externally each year at the RSS annual conference. The chair of Discussion Meetings is expected to chair and/or attend some of these meetings and to host an after-meeting dinner for the authors, discussants and other Society personnel. However, the majority of planning and administrative activities can be undertaken remotely.

Main Duties

The Chair of Discussion Meetings is responsible for:

- Appointing members of the Discussion Meetings Committee, liaising with the Society's joint editors and sections to solicit and agree specific appointments
- Developing, promoting and building support for the Discussion Meetings programme.
- Collaborating and providing a steer where needed on editorial matters in support of the Discussion Papers Editor (DP Editor), noting that final editorial decisions rest with the DP Editor
- Establishing and maintaining relationships with stakeholders who are key to the production of independent, trustworthy and public statistics.
- Chairing and organising the Discussion Meetings Committee which supports the Honorary Officer for Journals in their duties.
- Providing an annual report on the programme for submission to November Council.

Benefits to Volunteering

The role holder can expect to gain a broader view of the Society, learn about areas outside their usual spheres, establish a substantial network of contacts and develop new transferable skills. In addition, there is the satisfaction of serving the discipline and helping to shape the Royal Statistical Society.

The role is voluntary with no financial renumeration. Expenses will be covered for specific travel and subsistence expenses when the role holder is undertaking RSS activities and where expenses have been pre-agreed.

For more information on the role of a volunteer visit [here](#)

Equality, Diversity & Inclusion

The Society's membership team is committed to delivering a high-quality service to members/potential members and their roles are aligned to the strands of the Society strategy. They are all experts in their work areas and will help guide the chair and Honorary Officer through the varied and sometimes complex issues that arise in running the wide range of membership activities.

There are membership related work areas that are overseen by other honorary officers and vice presidents (sections/study and special interest groups/local groups, publications) and collaboration between these roles is encouraged.

Person Specification

The role holder should be enthusiastic about the work of the Society and have experience and a reputation in one or more areas of statistics.

The role holder should have a broad interest in statistics and should appreciate the breadth of statistical activity within the discipline.

As chair of the Discussion Meetings Committee you are required to:

- Have experience and a reputation in one or more areas of statistics and preferably to work in an academic position with experience of producing, editing and/or submitting research for publication.
- Bring to the RSS knowledge of your area of statistics, and of experts and other stakeholders in the field
- Have experience as a user of the Society's services.
- Be able to think creatively and innovatively about the Society and its goals for Discussion Meetings and the journals, and the ways in which these might be improved.

- Be a good communicator able to represent the Society within and outside the statistical community.
- Be able to motivate, encourage and support the many people active in the Society's work;
- Be able to work in a team with others, such as Committee members, Council members and staff.
- Be able to complete administration tasks such as preparing reports and processing correspondence to defined deadlines
- Experience of resolving conflict would be an advantage.

Expressions of Interest

The Society operates a transparent process to identify volunteers. It establishes a search committee which is responsible for drawing up a role description, publicising the vacancy, receiving applications and nominations, researching these, and making a recommendation to Council. A search committee for the chair of Discussion Meetings has been established which will be chaired by Brendan Murphy, Honorary Officer for Journals.

The Search Committee welcomes expressions of interest from anyone interested in filling this post as well as suggestions from others of Fellows who have the qualities and experience to fill this position. There is no need to gain the permission of the person being suggested before putting forward their name.

Expressions of interest should be accompanied by a brief CV and a personal statement detailing why a candidate would be suited to the task.

The deadline for expressions of interest is **13 February 2026**.

The Committee will in due course approach the person they wish to nominate before putting forward their name to Council.

Expressions of Interest and suggestions should be forwarded to:
Judith Shorten, Journals Manager journal@rss.org.uk