

# Breconshire Local & Family History Society

A copy of the Constitution should be included with each job description given to a member of the Management Committee. All committee members should also be given a copy of the Terms of Reference which provide guidance on the day to day running of the Society.

The following is an extract from the Constitution of the Breconshire Local & Family History Society showing the most relevant section for the running of the Management Committee.

## 5. MANAGEMENT COMMITTEE (“The Committee”)

- i. *The Committee comprises a Chairman, Secretary, Treasurer, and between four and eight other members. All Committee members must be paid-up members of the Society for the whole of their term in office.*
- ii. *The Chairman, Secretary, and Treasurer will be elected at each Annual General Meeting.*
- iii. *The general members of the Committee will be elected at each Annual General Meeting and are eligible for re-election.*
- iv. *At its first meeting following the Annual General Meeting, the Committee may elect from its members a Vice Chairman for the ensuing year, who will take the Chair at all meetings in the absence of the Chairman.*
- v. *The quorum for Committee meetings is five elected members.*
- vi. *The Committee members will meet at least four times a year.*
- vii. *Each Committee member will receive at least seven days notice of all committee meetings, together with a copy of the agenda specifying items to be discussed. The notice may be communicated by post or by electronic mail.*
- viii. *The Committee is responsible for all the administration and management of the Society's affairs and is custodian of all the Society's assets.*
- ix. *The roles and responsibilities of the Officers and other members of the Committee are set out in the Terms of Reference. These Terms of Reference may be revised by the Committee from time to time.*

*The Committee has the power to:*

- x. *Fill casual vacancies by appointing new members between annual general meetings. Such new members will have full voting rights.*
- xi. *Require the resignation of a committee member who has failed to attend three out of five committee meetings without good reason.*
- xii. *Require members of the Society to declare business or professional interests in any of the Society's affairs or activities.*
- xiii. *Determine the rate of the annual membership subscriptions.*
- xiv. *Appoint sub-committees to organise a specific function or project. The members of a sub-committee may include members not on the Committee and non-members of the Society. The Committee should review the progress, function and effectiveness of sub-committees at each Committee meeting.*
- xv. *Appoint an Honorary President by invitation, who can attend committee meetings but not vote, and who will remain in office for three years and be eligible for re-appointment.*

## Breconshire Local & Family History Society

# Management Committee Job Descriptions

## Chair

The Chair is elected by the members of the Society at the AGM and serves for one year. As an officer of the Society, the Chair may stand for re-election following the terms set out in the Constitution.

The main responsibilities of the Chair:

1. To call meetings of the Management Committee (the Committee) at least four times a year. Currently these meetings are held monthly.
2. To liaise with the Secretary to draw up the agenda for the Committee meeting in time for the Secretary to send a copy to all Committee members at least seven days before the meeting.  
Note: Any member of the Committee may ask for items to be added to the agenda.
3. To attend all Management Committee meetings – on time and for their full duration.
4. To Chair the Committee meeting.  
Note: If required, guidance notes on how to chair a meeting are available.
5. To sign the minutes of the previous meeting, after they have been studied, amended where necessary, and approved by the Committee.
6. To ensure every member of the Committee has an opportunity to contribute to the discussions at the meeting.
7. To summarise discussions and, following the views of those present, to gather a consensus on the decisions.  
Note: If no clear agreement is reached, a vote may be taken with the Chair retaining the casting vote.
8. To agree the draft minutes of the meeting with the Secretary within seven days of the meeting taking place.
9. To call the Annual General Meeting and General Meetings at the direction of the Committee or members as determined by the Constitution.
10. To Chair the AGM or other General Meeting until the new Officers are elected.  
Note: The newly elected Chair may take over immediately, or the retiring Chair may be invited to continue until the end of the meeting.
11. To ensure a smooth transition of tasks to the new chairperson when there is a change of personnel.

## Breconshire Local & Family History Society

### Management Committee Job Descriptions

## Secretary

The Secretary is elected by the members of the Society at the AGM and serves for one year. As an officer of the Society, the Secretary may stand for re-election following the terms set out in the Constitution.

The main responsibilities of the Secretary:

1. To liaise with the Chair of the Management Committee in the drawing up of the Agenda for each meeting.  
Note: The agenda must be circulated to the members of the Committee at least seven days before the meeting.
2. To attend punctually every Management Committee meeting and to remain for their full duration.
3. To take minutes of the discussions and decisions of the Management Committee.  
Note: The minutes may be a summary of the proceedings. Only if the items under discussion are contentious or of major importance should full and precise minutes of all the points discussed be recorded. It is good practice to ensure that any action points or allocated tasks agreed by the Committee are recorded alongside the individual(s) responsible for carrying out the task.
4. To pass the draft minutes to the Chair for amendment before circulating to the other members of the Committee as soon after the date of the meeting as possible – usually within two weeks.
5. To maintain full, accurate and complete files of the minutes of all meetings of the Management Committee, the Annual General Meeting and other General Meetings.
6. To liaise with the Chair of the Management Committee in the drawing up of the Agenda for the AGM and to accept nominations for the positions on the Committee.
7. To take minutes of the AGM including the proposer and seconder of each item and the number of votes cast in any election.
8. To ensure the draft minutes of the AGM are made available to any member on request.  
Note: The minutes are not approved until the members agree their adoption at the next AGM.
9. To deal with any correspondence by email or other means, at the direction of the Chair and/or the Management Committee.
10. To maintain files on all correspondence and other documents relating to the Society, its business, officers and activities.
11. To ensure a smooth transition of tasks to the new secretary when there is a change of personnel.

## Breconshire Local & Family History Society

### Management Committee Job Descriptions

#### Treasurer

The Treasurer is elected by the members of the Society at the AGM and serves for one year. As an officer of the Society, the Treasurer may stand for re-election following the terms set out in the Constitution:

#### 6. FINANCE

- i. The funds of the Society may only be used to further the objects of the Society. They must not be used for any other purpose.*
- ii. The financial year will run from 1<sup>st</sup> January to 31<sup>st</sup> December.*
- iii. The Society funds will be held in a bank account in the name of the Society with all cheques signed by two members of the Committee in accordance with the procedures set out in the Terms of Reference.*
- iv. The Treasurer will keep a record of all the income and expenditure of the Society and present a report of the accounts to each Committee meeting. If the Treasurer is unable to attend the meeting, he/she will send a written report to the Chair for presentation to the meeting.*
- v. The Treasurer will submit a written statement of accounts to each Annual General Meeting.*
- vi. If it considers the turnover of the Society large enough, the Committee may ask that the Annual Accounts be examined by a suitably qualified financial adviser who is not a member of the Committee but may be a member of the Society. This process should follow the guidance set out by the Charity Commissioners for unregistered community groups.*

The main responsibilities of the Treasurer:

1. To maintain full and accurate records of all incoming and outgoing funds for the Society.  
Note: The records may be made on paper or on an electronic medium. They must be clear, accurate and up-to-date. All transactions should be recorded at the time they occur.
2. To maintain the Society's bank account(s) by obtaining regular statements and reconciling all transactions to the cash book.
3. To manage the Society's cheque book and control the issuing of any cheques (see constitution).
4. To arrange petty cash or change as required for any event or activity arranged by the Society and take responsibility for cash, cheques or other monies at the end of the event.
5. To maintain up-to-date and current insurance as directed by the Management Committee.  
Note: All documents relating to the insurance to be filed by the Secretary.
6. To liaise with the Membership Secretary over the recording of all subscriptions received from members.
7. To provide a report in person to every Management Committee meeting.  
Note: If the Treasurer cannot be present at the meeting, a written report should be prepared and given to the Chair in advance of the meeting.
8. To inform discussions at Committee meetings in all matters relating to money, funding or expenditure.
9. To prepare the Society Annual Accounts within six weeks of the end of the Financial Year, for examination as set out in the Constitution.
10. To present the Annual Accounts to the members at the AGM and to answer any questions or queries raised by members at the meeting.
11. To ensure a smooth transition of tasks to the new treasurer when there is a change of personnel.

**Breconshire Local & Family History Society**

**Management Committee Job Descriptions**

**Webmaster**

The main responsibilities of the Webmaster:

1. To maintain and update the Society's website with news items and details of activities whenever new material becomes available.  
    Note: Ideally, new material should be added at least every two weeks.
2. To maintain the account with the web hosting company.
3. To develop new pages or features on the website at the direction of the Management Committee.
4. To advise the Management Committee on the practicability of suggestions for developing and expanding the website.
5. To suggest to the Management Committee new ideas and features for inclusion on the website.
6. To ensure that no items, features, images, etc., are added to the Website that might bring the Society into disrepute in any way or offend any visitor to the website.
7. To manage the Society's laptop and other presentation equipment used by speakers or visitors to Society meetings and events.
8. To ensure a smooth transition of tasks to the new webmaster when there is a change of personnel.

**Breconshire Local & Family History Society**

**Management Committee Job Descriptions**

**Membership Secretary**

The main responsibilities of the Membership Secretary:

1. To maintain a clear, accurate and up-to-date record of the individuals who have paid their annual subscription to the Society.  
Note: This record should include the name, address, post code and, if required, email address, telephone number and family history interests.
2. To liaise with the Treasurer to reconcile the membership list and the Treasurer's record of subscriptions received.
3. To protect the personal details of members in line with the Data Protection Act and be aware of the need for confidentiality with all members' details.
4. To give details of members' email addresses to the individual with responsibility for circulating the monthly Newsletter
5. To send out at least one reminder for the renewal of subscription in January annually.
6. To ensure a smooth transition of tasks to the new membership secretary when there is a change of personnel.

**Breconshire Local & Family History Society**

**Management Committee Job Descriptions**

**Project Officer**

The main responsibilities of the Project Officer:

1. To co-ordinate projects or other activities and events as directed by the Management Committee
2. To act as leader or Chair for Working Group or other group established for the running of a project.  
Note: This includes undertaking all the duties of a Chair of a Committee as set out for the chair of the management committee.
3. To provide a progress report to the Management Committee, at previously agreed intervals, on the activities and status of the Project concerned.
4. To manage a team of Volunteers working on the Project.  
Note: The volunteers may be members or non-members Management of the volunteers may be with the assistance of others, as required.
5. To liaise with the Treasurer of the Society to maintain records of any funding received or allocated for the Project.
6. To prepare a final report on the Project for presentation to the Management Committee and for inclusion in the Archives of the Society.  
Note: The report should be in a format and style as agreed by the Committee.
7. To ensure a smooth transition of tasks to the new project officer when there is a change of personnel.

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**Management Committee Job Descriptions**

**Photographer**

The main responsibilities of the Photographer:

1. To maintain a photographic record of the activities of the Society for publishing on the Society's website or in hard copy material.  
Note: The copyright of all photographs taken for and on behalf of the Society remain with the photographer on the understanding that the Society has the free use of all images for whatever purpose is deemed reasonable by the Management Committee.
2. To maintain an archive of photographs from images loaned, donated, copied, scanned or otherwise donated to the Society including maintaining a completed donations form for each photograph from a member or non-member.
3. To make available to projects or activities of the Society images from the archives.
4. To ensure a smooth transition of tasks to the new chairperson when there is a change of personnel.



**Breconshire Local & Family History Society**

**Management Committee Job Descriptions**

**The Media Contact**

The main responsibilities of the Media Contact:

1. To prepare press releases or other statements for publication at the direction of the Management Committee.
2. To explore opportunities for obtaining publicity for the Society.  
Note: No expenses should be promised or incurred without prior agreement with the Management Committee.
3. To be a point of contact for enquires relating to the Society for any media matters, including articles about the Society in other booklets, leaflets, etc.
4. To ensure a smooth transition of tasks to the new media contact when there is a change of personnel.

# Breconshire Local & Family History Society

## Additional Tasks

The following are additional tasks undertaken by the members of the Management Committee. The tasks may be shared out among the Committee members or undertaken by other members of the Society.

**Chair monthly meetings** of the Society, including:

- a. Welcoming the speaker to the venue
- b. Giving notices of interest to members (and non-members)
- c. Introducing the speaker
- d. Leading any question/answer session
- e. Thanking the speaker and the members at the end of the meeting.

**Newsletter Editor:** to produce the monthly Newsletter for circulation to members

**Contact for External Enquires:** to act as the first point of contact for members and non-members through email, post or telephone. This may include:

- a. Reading all incoming emails within three days of their receipt and providing an acknowledgement to the author
- b. Receiving incoming mail and providing at least an acknowledgement within seven days
- c. Researching on behalf of members and non-members to answer queries raised and conveying any information found (or not) as soon as possible
- d. Passing some enquires to others within the Society. In this case a copy of the original request should be kept and the progress on the enquiry tracked.

**Publications:** to prepare documents and leaflets for the Society, e.g. the Membership Application form, membership card and annual subscription renewal form.

**Poster Distribution:** to take responsibility for posters for the monthly meetings of the Society. This includes:

- a. Preparing the poster for duplication
- b. Maintaining a list of the distribution points for the Society's posters
- c. Arranging distribution and display
- d. Removing posters from public places after the event has taken place

**Meetings Manager:** to ensure that the meetings room is prepared for, and cleared after, monthly meetings.

**Meet and Greet:** to welcome members and visitors attending meetings and to collect and record any monies taken at the Society's monthly meetings.

**External Funding:** to make applications for grant funding, at the direction of the Management Committee.

**Speakers' Organiser:** to arrange the programme of activities for members. This includes:

- a. Drawing up a list of potential speakers and activities, at the direction of the Management Committee.
- b. Contacting all potential speakers to book their services
- c. Contacting relevant organisations to arrange other activities
- d. To report progress to the Management Committee
- e. To prepare a draft of the Programme of Activities for the coming year and give the final list to the member with responsibility for publications to produce the membership card
- f. To write to speakers one month before their booking to request details of equipment required
- g. To write to speakers after meetings to thank them for their input

## **Archivist**

The Society has an increasing selection of items donated by members and non-members. The items are currently stored in the home of a member who may or may not be the Archivist. The Archivist should:

1. Ensure that EVERY item donated or lent to the Society for copying, is recorded on an Acquisition form signed by the donor. This is vital as it clearly sets out the way in which the Society may use the item for public display or publication.
2. Maintain a clear, up-to-date and accurate catalogue of all items in the Archive. This should be updated at least once every three months.
3. Maintain the Archives of the Society in a clear, precise and accurate manner. It is important that items are protected from any form of damage, particularly the edges of paper and individual sheets of paper.
4. Wherever possible, it is advisable to create digital copies of Archived documents. Where the donor has given consent, these can be made available to members through the Society website.
5. Make the Archives available to members at a time and location to be agreed by all parties (this need not be at the Archivist's home).