

The Falkland Society, Role specifications for Committee and Office Bearers

Introduction

1. The current Constitution of the Falkland Society provides for a Committee comprising:
 - Chair
 - Secretary
 - Treasurer
 - Two elected members
 - with power to co-opt.
2. We have implicitly used our power to co-opt, and the Committee currently comprises the following:
 - Chair
 - Vice Chair
 - Secretary
 - Treasurer
 - Chair of the Publications sub-committee
 - One further elected member.
3. This number is just about sufficient to run the Society at present, but given the likelihood that one or more of the current Office Bearers may seek to retire, it would be desirable to co-opt further members, who could be shadowing the work of the current Office Bearers with a view to taking over their roles during the year.
4. Ideally the Constitution should be amended to reflect the current situation: a previous version of the Constitution specifically mentioned a Librarian/Archivist, and four elected members.
5. The Society is a Registered Charity, with the legal form of an Unincorporated Association. More specifically, it is a two-tier Unincorporated Association, that is to say it has ordinary members in addition to the Trustees¹ (by implication the Committee and Office Bearers are considered to be Trustees).

General roles of Committee members

1. The Office Bearers and Committee are responsible for running the Society.
2. As Trustees of the charity they are required to:
 - Act in the interests of the charity
 - Operate in a manner consistent with the charity's purpose
 - Act with care and diligence
 - manage any conflicts of interest²
3. All Committee members should be people who are knowledgeable and enthusiastic about the Society and the evolving role that it can play in contemporary Falkland and its wider context.

¹ See <https://www.oscr.org.uk/media/2506/legal-forms-factsheet.pdf>

² See <https://www.oscr.org.uk/guidance-and-forms/being-a-charity-in-scotland/charity-trustee-duties/>

4. All Committee members must be capable of participating in Society business by email.
5. Committee members may be invited to contribute in other ways, for instance by distributing leaflets, or by serving on sub-committees.
6. All Committee members are expected to review the Society's websites regularly, and notify the Webmaster with suggestions and corrections.

Role of the Chair

1. To exercise leadership of the Committee and Society in whatever ways are deemed appropriate.
2. To Chair meetings of the Committee and of the Society.
3. To fix the Agenda and Content of such meetings in consultation with Secretary and Treasurer.
4. To ensure that the planning of meetings is carried out timeously and followed up promptly.
5. To take the initiative in writing to and inviting potential speakers to the Society, in consultation with the other members of the Committee.
6. To write letters or attend meetings where the presence of the Chair of the Society would add value or exercise appropriate influence.
7. To seek to work harmoniously with other bodies in the parish of Falkland such as the Community Council, Falkland Estate, Falkland Gardening Group, Falkland Development Trust, National Trust for Scotland, Fife Council and its representatives, Scottish Water, Scotch Whisky Investments, and other cognate societies.

Role of the Vice Chair

1. To exercise the functions of the Chair in the Chair's absence.
2. To undertake other tasks on behalf of the Society as requested by the Chair.

Role of the Treasurer

1. To manage the finances of the Society.
2. To have the accounts audited or checked by an external examiner.
3. To submit the required annual return to OSCR.
4. To liaise with the Secretary in keeping records of membership applications and renewals.
5. To register for Gift Aid and make the appropriate returns to HM Revenue and Customs.
6. To institute PayPal or equivalent, so that people can make payments or purchases via our website.

Role of the Secretary

1. To keep minutes of General Meetings and Committee Meetings.
2. To deal with correspondence with external bodies or the public, in consultation with the Chair.
3. In consultation with the Chair, to produce leaflets and other publicity material.

Role of the Membership Secretary (currently combined with the Secretary)

1. To maintain the Society's online mailing list (currently using Mailchimp).
2. To add contact details to the mailing list for members of the Society.
3. To issue Newsletters and other mailings from time to time by email.
4. To keep manual records of any members with no email addresses (only one at present) and send them notifications as appropriate.

Role of the online meetings manager (currently combined with the Secretary)

1. To maintain a subscription to an online meetings provider (currently Zoom).
2. To schedule online meetings and promote them via the Newsletters.
3. To manage the technical aspects of online meetings and hybrid meetings, admitting attendees as appropriate.
4. To ensure that meetings are recorded, and the recordings made available on the Society's website.

Role of the Webmaster (currently combined with the Secretary)

1. To maintain the Society's website – www.falklandsociety.org.uk – and the Historic Falkland website – www.historicfalkland.scot (both currently using HTML and CSS).
2. To ensure the websites conform to current accepted standards.
3. To manage the Falkland wiki – www.falkland.wiki (currently using MediaWiki software) and encourage other members to contribute to it.
4. To provide confidential information to one or more other Committee members such that the websites could continue to be maintained if the Webmaster were unable to continue to do so.

Role of the Communications Officer (currently vacant)

1. To promote the Society using social media.
2. To maintain contact with suitable local or national organisations, ensuring mutual promotion of events.
3. To communicate such events to the webmaster for promotion on the website.
4. To assist with maintaining the websites as agreed.

Role of the Archivist (currently combined with the Convenor of the Publications Sub-Committee)

1. To ensure that the Society's archives, including any photographs or artefacts belonging to the Society, are safeguarded, stored in an appropriate location, and made available for researchers or for exhibitions.
2. To ensure that the archives are properly catalogued.
3. To ensure that documents and other items reflecting the Society's current activities are added to the archives.
4. To be proactive in collecting suitable material to be included in the archive.

Role of the Publications Sub-Committee

1. To undertake an ongoing programme, agreed with the Committee, of publishing books related to Falkland or to the aims of the Society.
2. To ensure that the Society's publications reflect good current standards in terms of writing, editing, format, layout and design.
3. To obtain the Committee's approval for the budget for printing and distribution.
4. To ensure that all books published by the Society have a valid ISBN (International Standard Book Number).
5. To register all books using BDS and Nielsen BookData.
6. To arrange for the books to be printed
7. To keep stocks of Society publications currently in print,
8. To send copies of all books to the British Library and the other Legal Deposit Libraries, and appropriate local libraries
9. To sell copies of the books via appropriate outlets and online.and send copies to people ordering them.
10. To give copies to appropriate contacts, where this would further the aims of the Society.
11. Where appropriate, consider making publications available as e-books.

Other notes

1. The activities of the Society include a rich programme of monthly lectures in the months of September to June. Members of the Committee are expected to attend these meetings which provide an opportunity for contact between the Committee and the wider membership.
2. The Society has no property of its own (and as an Unincorporated Association is not entitled to own land or buildings or to undertake transactions in its own name) and is run, like many local societies, from the homes of the committee members.
3. All Office Bearers and Committee Members work on a voluntary basis, but are entitled to claim for expenses approved by the Committee.
4. Much of the work of the Committee can be undertaken by email or by online meetings, with face-to-face meetings from time to time.
5. The Society takes an active interest in Matters affecting Falkland, for instance planning applications and the future of the Parish Church, the Falkland Estate, and the former factory site, now owned by Scotch Whisky Investments.
6. We ought to have a presence on social media: at present there is no-one undertaking this role,

Ross Burgess, 3 April 2024