

## **THE ROLE OF THE PRESIDENT**

(with support from the First Vice President - President elect - and advice from the Second Vice President - the former President)

The President's main roles are to represent the vision and the purpose of the Fed; ensure that the Fed/Executive functions properly, that there is full participation at Executive meetings, all relevant matters are discussed and that effective decisions are made and carried out.

### **To be effective the President will:-**

- Plan and run meetings in accordance to the Constitution
- Ensure matters are dealt with in an orderly and efficient manner
- Bring impartiality and objectivity to decision making
- Facilitate change and address conflict within the Fed/Executive
- Review Fed performance
- Liaise with Executive members as appropriate to keep an overview of the Fed's affairs
- Co-ordinate the Executive to ensure responsibilities for particular aspects of management are met and specialist expertise brought in as required
- Directly line manage any staff or freelancers employed by the Fed
- Communicate effectively the vision and purpose of the Fed
- Advocate for and represent the Fed at external meetings
- Be aware of current issues that might affect the Fed
- Ensure all relevant contracts are in place including for insurance.

## THE ROLE OF THE SECRETARY

To ensure the smooth running of the Executive and Fed Forum

Meetings. **To be effective the Secretary will:**

### **Before the Meeting**

- Agree with the President on the order of business for the meeting and the way in which it should be dealt with on the agenda. Decide what business requires discussion and what requires a decision by the Executive.
- Ensure that notice of the meeting is given, suitable accommodation arranged (preferably revolving around the region to be fair to all Executive members) and that copies of the agenda are prepared.
- Circulate to all members any papers to be discussed at the upcoming meeting and a copy of the agenda, minutes of the previous meeting; **and**
- Make sure any reports of information requested at the last meeting are available.

### **At the Meeting**

- Arrive in good time before the meetings with the minutes and all the relevant correspondence and business matters in good order.
- Record the names of those who were present and record apologies from those who are absent.
- Ensure that minutes of the previous meeting are read and if they are approved record this.
- Report on action or matters arising from the previous minutes or ensure that such reports are given.
- Report to meeting any important correspondence that has been received.
- Takes minutes of the meeting, recording the key points and making sure that all decisions and proposals are recorded as well as the name of the person or group for carrying them out. Make sure action points are clear.
- Make sure that the President is supplied with all the necessary information for items in the agenda and remind the President if an item has been overlooked.

## THE ROLE OF THE TREASURER

The Treasurer's main role is to look after the finances that belong to the Fed.

### **To be effective the Treasurer will:**

- Administer the Fed's accounts.
- Oversee all financial transactions eg paying bills, banking, money and issuing receipts<sup>1</sup>
- Ensure accurate records of all financial transactions.
- Give regular reports to the Executive and at the quarterly General Meetings to members.
- Prepare the Fed's Annual Accounts which will then be passed on to the auditor.
- Present the Annual Accounts to the Annual General Meeting.
- Ensure the appropriate insurance contract(s) are in place.

### **The Treasurer may also:**

- Co-ordinate fundraising activities and lead on developing a fundraising strategy.
- Prepare funding applications.
- Keep records of any funding grants received and ensure this money is spent on the items for which it is given.

---

<sup>1</sup> Many of the administrative functions of the Treasurer's role are presently being undertaken by the Fed Freelance Administrator

## THE ROLE OF THE MEMBERSHIP SECRETARY

The Membership Secretary's main role is to look after the interests and records of the Fed's members and recruit new members.

### **To be effective the Membership Secretary will:**

- Process members' details into the Fed membership database.<sup>2</sup>
- Issue admission letters to new members.
- Deal with membership related queries from Fed members.
- Liaise with the Treasurer to ensure that the annual membership subscriptions accord with the number of members we have.
- Identify and remedy any missing subscriptions.
- Identify areas of the regional museums sector where membership is low and suggesting areas of recruitment targeting to the Executive.
- Work with the Fed News Editor, to ensure the necessary information is being passed from and to the Executive and the members.
- Produce reports for the Fed Forum and AGM.

---

<sup>2</sup> Much of the administration of the membership is presently being undertaken by the Fed Freelance Administrator

## **THE ROLE OF A COMMITTEE MEMBER**

The Committee Member's main role is to attend Executive Meetings, work with other members of the Committee to reach a consensus to enable business to move through the Executive and to assist via membership of sub-groups the working of the Honorary Officers, Treasurer, Events Co-ordinator, etc.

### **To be effective a Committee Member will:**

- Regularly attend meetings of the Executive.
- Adopt an active not a passive role.
- Become a member of one of the sub-groups.
- Take part in the Fed's publicity programme.