

Role	Constitution	Key Responsibilities
Committee	<p>The Society shall be managed by the Committee, which shall meet at least once per year at times, dates and places chosen ideally at the previous Committee Meeting. Such meetings may take place either face-to-face or by other means (e.g. telephone- or video- conferencing). Decisions shall be taken by majority votes and the quorum for the transaction of business shall be four officials.</p>	<ul style="list-style-type: none"> · Strategic Oversight: The committee's primary role is to set the organisation's strategic direction. This involves approving major initiatives, reviewing the organisation's mission and vision, and ensuring that the company is on track to meet its goals. · Financial Oversight: The committee monitors the organisation's financial performance. This includes approving budgets, reviewing financial reports, and ensuring fiscal responsibility. · Risk Management: Committees must establish a framework to identify, assess, and mitigate risks that could impact the organisation. This includes setting the organisation's risk appetite and ensuring adequate controls are in place. · Fiduciary Duty: Committee members are responsible for acting in the society's best interests. This includes exercising independent judgment, avoiding conflicts of interest, and ensuring compliance with legal and regulatory requirements. · Oversight: The committee is responsible for recruiting, evaluating, and ensuring the Chairperson effectively leads the organisation and aligns with the committee's strategic vision. · Committee Structure: Committees often establish subcommittees to focus on specific areas such as governance, membership, editorial, and commerce. These committees enable in-

		<p>depth analysis and informed recommendations on key issues.</p> <ul style="list-style-type: none"> Stakeholder Communication: The committee must communicate openly with stakeholders, including members, authors, service providers, affiliate societies, and the wider community. This involves being transparent about the organisation's performance and strategic direction.
Chair	<p>The Chairperson, who shall chair Meetings and Events. In the absence of the Chairperson, at any single Meeting or Event, another Official shall be invited by the Committee to act as Chairperson.</p>	<ul style="list-style-type: none"> Chair BGM, committee meetings, and events. Prepare and implement committee strategy & plans. Provide updates at BGM, committee meetings, on the website, and publish in Haworthiad. Make and oversee assignments and subcommittees as needed or directed by the committee.
Secretary	<p>The Secretary, who shall minute Meetings, conduct the correspondence and business of the Society in accordance with the decisions of the Committee and solicit nominations for officials.</p>	<ul style="list-style-type: none"> Attend committee meetings, provide periodic updates on issues, activities, and initiatives. Build a team of assistants. Meeting Management: The committee secretary is responsible for organizing and overseeing committee meetings, including scheduling, preparing agendas, and ensuring that all necessary documents are distributed in advance. They also record detailed minutes of the meetings, capturing key discussions and decisions made.

		<ul style="list-style-type: none"> • Communication Liaison: Acting as a primary contact for committee members, the secretary facilitates communication between the committee, society members, and external stakeholders. This includes notifying members of meetings and sharing vital information. • Compliance and Governance: The secretary ensures that the organisation adheres to legal and regulatory requirements, maintaining transparency and accountability in governance practices. They keep the committee informed about changes in regulations and best practices. • Record Keeping: The secretary's critical function is maintaining accurate records of committee activities, including meeting minutes, governance documents, and organisational information. This helps protect the organisation from legal liabilities and supports informed decision-making. • Advisory Role: The secretary often advises the committee on governance best practices and risk management, ensuring that the committee operates effectively and aligns with the organisation's goals.
Treasurer	The Treasurer, who shall receive, expend and keep safe all monies of the Society in accordance with the decisions of the Committee.	<ul style="list-style-type: none"> • Maintain a 'live' up-to-date Excel workbook containing spreadsheets for: Expenditure, Income, Petty Cash Treasurer's expenses + 'DVD' expenses (ongoing) End of Year statement of accounts (current) PayPal income Conservation fund

		<ul style="list-style-type: none"> • Maintain a folder containing invoices and supporting documents for each item/row on the expense and Income spreadsheets. • Manage the NatWest bank accounts online <p>Current account</p> <p>Business Reserve Account (Instant access savings)</p> <p>Liquidity Manager account (30-day notice savings)</p> <ul style="list-style-type: none"> • Manage the Society's PayPal account online. • Pay bills by bank transfer as required e.g. postage and expenses to Committee Members, Annual storage charge and postage to Sales Officer, postage to Seeds Distributor, Domain name registration, Internet Service Provider, Printing of Haworthiad, Mailing House postage, Mailing House costs, Show costs, RHS affiliate membership, Personal Liability Insurance, gifts. • Transfer monies from the PayPal account to the NatWest current account regularly. • Maintain a gift aid credit spreadsheet and submit to HMRC once per year, typically in April/May. • Receive payments via PayPal for Sales items, and alert the Sales Officer to send items. • Receive subscriptions via PayPal (many), via Bank Transfer (<10) via UK cheques (20-30) and via National Representatives.
Membership	The Membership Secretary, who shall keep and maintain a Register of Society	<ul style="list-style-type: none"> • Membership Secretary - In addition to the tasks of managing membership renewals and

	<p>Members, receive, and forward to the Treasurer, Society Subscriptions, enrol New Members and prepare mailing lists of Members as required.</p>	<p>collaborating with the subscription renewal process performed by the Treasurer:</p> <ul style="list-style-type: none"> · Develop and implement strategies to recruit new members. · Communicate with members and respond to their queries. · Create and implement member retention strategies. · Report on member demographics and engagement trends. · Coordinate with the marketing team to promote membership benefits. · Develop and manage the membership budget. · GDPR (UK) Data Protection Officer. · Maintain the membership database (sole complete access). · Send subscription reminders (October, March, May). · Liaise with National Representatives to receive subscriptions. · Send invoices for subs to e.g. libraries (few). · Generate up-to-date mailing lists for the Mailing House (3 x per year). · Generate up-to-date email lists of members and send emails to all members (as required). · Provide other officers with limited individual membership details as and when required.

Events	The Events Manager, who shall organise the Society's Shows and Events in accordance with the decisions of the Committee.	<ul style="list-style-type: none"> · Attend committee meetings and provide periodic updates on upcoming shows and plans for the biennial convention. · Build a team to oversee the design, set-up, and running of conventions, shows, and virtual events · Source suitable venues, advertise the planned events, and perform additional tasks necessary to run an event smoothly and end it successfully. · Recruit volunteers to work on events, carry out administrative duties, and set clear objectives and targets for events · Prepare promotional materials. · Coordinate with Social Media for online and virtual events.
Web	The Website Administrator, who shall maintain and supervise the upkeep of the Society Website and publish material to support the function of the Society.	<ul style="list-style-type: none"> · Also known as Web Master · Attend committee meetings, provide periodic updates on issues, activities, and initiatives. · Document policies, procedures, settings, contracts, and contacts. · Build a team of assistants. · Coordinate with committee members and members on content, ecommerce, reference documents, video. · Collaborate on web, social media, print initiatives. · Oversee the website's management, including registering domain names, addressing errors, leading content creation, and approving site design and functionality.

		<ul style="list-style-type: none"> • Build, maintain, and troubleshoot websites, testing their compatibility across different platforms, and monitoring online traffic and performance. • Configure and manage web servers, implementing security measures, and reviewing search engine optimisation (SEO) to enhance website visibility. • Choose software to use when building a website, approving the content used in the site, and troubleshooting technical problems. • Maintain websites and servers for an organisation, work closely with web professionals to design or update websites, fix website errors, and create a response plan for down servers. • Identify the Society's website requirements and needs, test and build user-friendly, functional and aesthetic websites, collaborate with designers, content providers, society leaders, implement and protect website security and data privacy, maintain, update, and optimise the server, and monitor and analyse site performance.
Social Media	The Social Media Administrator, who shall maintain and supervise the upkeep of the Society Social Media sites and publish material to support the function of the Society.	<ul style="list-style-type: none"> • Also known as - Social Media Manager • Attend committee meetings, provide periodic updates on issues, activities, and initiatives. • Document policies, procedures, settings, contracts, and contacts. • Build a team of assistants. • Coordinate activities with the committee and society.

		<ul style="list-style-type: none">· Collaborate on web, social media, and print initiatives.· Content Creation: Develop engaging and relevant content tailored to the target audience, including text posts, images, videos, and infographics. This involves crafting messages that resonate with followers and align with the brand's voice.· Social Media Strategy: Create and implement comprehensive social media strategies that outline goals, target audiences, and key performance indicators (KPIs). This includes selecting appropriate platforms and determining the best types of content to share.· Community Management: Actively engage with followers by responding to comments, messages, and mentions. This role is crucial for building relationships and fostering a sense of community around the brand.· Analytics and Reporting: Monitor social media performance through analytics tools to track engagement, reach, and conversion rates. Social media managers use this data to refine strategies and improve future campaigns.· Campaign Management: Plan and execute social media campaigns that align with marketing initiatives. This includes managing advertising campaigns, budget allocation, and optimising performance.· Trend Monitoring: Stay updated on social media trends, tools, and best practices to optimise content strategy and performance. This includes understanding algorithm changes and shifts in consumer behaviour.
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Seeds	The Seed Distributor, who shall procure, publicise and distribute relevant seed material.	<ul style="list-style-type: none"> • Attend committee meetings and provide periodic updates. • Promote seed lists on the website, e-commerce platform, social media, and member email. • Assure all laws and regulations are followed. • Forward funds collected to the treasurer.
Ancillary	Ancillary officers, as required to perform specific roles within the Committee. ... Up to four additional Committee Members, to assist with the running of the Society, in accordance with the decisions of the Committee.	<ul style="list-style-type: none"> • Also known as – Member at Large • Attend Committee meetings, be knowledgeable about the Society's mission and vision and vote on important issues. • Take on special assignments and offer expertise.