

Job descriptions for Officers and for Members of Council of the Mineralogical Society

All members of Council are advised, at least once per year, to read through the Trustee's Handbook, which tells them everything they need to know about the workings of the Society. They should also read the Charity Commission's 'Welcome to new Trustees' document ([http://www.charitycommission.gov.uk/library/publications/pdfs/cc3\(a\)text.pdf](http://www.charitycommission.gov.uk/library/publications/pdfs/cc3(a)text.pdf)) which contains some useful general points on charity trustees' responsibilities and liabilities.

President (2-year term)

Business meetings

- Chair three meetings each of Officers/Finance committee and two meetings of the Council
- Review paperwork for meetings
- Approve and sign minutes

Conferences

- Play an active role in the set-up of conferences, e.g. attend meetings with potential collaborators
- Suggest topics/venues/convenors; contact them

Awards

- Push for nominations for Society Awards

Promote the Society Nationally and Internationally

- Membership
- Conferences
- Publications

Elements

- Write two pieces per year for *Elements*

Administration

- Review functioning of various committees and protocols

Staff

- Interface with staff
- The President is a member of the staff appraisal/pay review committee

President-elect (1-year term, followed by two years as president)

- This is an opportunity for the President Elect to get to grips with the activities of the Society before assuming the chair.

General Secretary (six-year term)

Business meetings

- Attend (chair, in the absence of the President) three meetings each of Officers/Finance committee and two meetings of the Council

Conferences

- Play an active role in the set-up of conferences; encourage participation by SIGs

Awards

- Push for nominations for Society Awards

Promote the Society Nationally and Internationally

- Membership (key role to play here, perhaps by extending interaction with Departmental reps and others in a position to encourage students to join)
- Conferences
- Publications

Elements

- Write one piece per year for *Elements*

Administration

- Review functioning of various committees and protocols

Staff

- The GS is the key officer to interface with staff, liaising with regard to pay and conditions, and to resolve any disputes.
- The Secretary is a member of the staff appraisal/pay review committee
- The Secretary has a responsibility to meet and welcome new members of Council

Outreach

- To other Societies/organizations

Byelaws

Responsible for guiding changes to the byelaws through council and AGMs.

Elements/E-Bulletin

Offer contributions to both of these regularly

Treasurer (six-year term)

Business meetings

Attend (chair, in the absence of the President and General Secretary) three meetings each of Officers/Finance committee and two meetings of the Council

Awards

Push for nominations for Society Awards

Promote the Society Nationally and Internationally

Financial Administration

Review all financial matters and act as an official Society signatory.

Provide detailed financial reports (including status of investments) at each Business meeting of the Society

Act as chair and call regular (at least one per year) meetings of the Investment Committee, and report thereafter to Finance committee and Council.

Accounts

Meet with staff and auditor to finalize annual accounts

Staff

The treasurer is a member of the staff appraisal/pay review committee

Outreach

To other Societies/organizations

Elements/E-Bulletin

Offer contributions to both of these regularly

Publications Manager (six-year term)

Business meetings

Attend three meetings each of the Publications committee (acting as chair) and two meetings of the Council each year

Publications

Oversee the publication of the Landmark Series, the Society Book series, the journals (including e-journals), the website, and any other publications considered

Encourage and review all proposals for publications and present them to the Publications Committee

Conferences

Keep a watching brief on the Society's conference list, to watch for possible publishing opportunities in a book, online, or in one of the journals.

Play an active role in the set-up of conferences, e.g. attend meetings with potential collaborators

Suggest topics/venues/convenors; contact them

Awards

Push for nominations for Society Awards

Promote the Society Nationally and Internationally

Membership

Conferences

Publications

Elements/E-Bulletin

Offer contributions to both of these regularly

Staff

Interface with staff

Journal Editors (three-year terms, renewable)

Journal

Edit the journal

Attend three meetings each of the Publications and Officers Committees and two meetings of Council

Submit written reports for each of these meeting (one will suffice for Publications/Officers, which take place on the same day)

Conferences

Keep a watching brief on the Society's conference list, to watch for possible publishing opportunities in a book, online, or in one of the journals.

Awards

Push for nominations for Society Awards

Promote the Society Nationally and Internationally

Membership

Conferences

Publications

Staff

Interface with staff

Elements/E-Bulletin

Offer contributions to both of these regularly

Custodian Trustees (2-3 people at any given time)

Custodian Trustees shall be appointed by the Council from among the Members of the Society. They are expected to attend up to three meetings per year of the Officers/Finance Committee. Custodian Trustees are also invited (but not bound) to attend up to two meetings of the full Council per year.

The role involves the following responsibilities:

Assessing the overall value of the Society's investments and assets. Oversee the performance of the Society's investment managers. Report on progress at Officers' and Council meetings.

Assess the Society's Annual Budget and suggest improvements.

Assess and query the Society's Annual Accounts and Report.

Join fully in all discussions about financial management and the various activities of the Society.

Public Relations Officer (six-year term)

Business meetings

Attend three meetings each of the Publications committee and two meetings of the Council each year

Marketing

Be the Society's focal person for interaction with other learned Societies and with organizations such as NERC, BAS, BGS etc.

In conjunction with staff, create and maintain advertising material for books, conferences, membership, awards, educational material and the website

Promotion of the Society at conferences, to industry, and internationally, by devising posters, fliers and advertising.

Promotion of society in geologically emerging nations, e.g. China

Review, update and enhance website on a regular basis

Responsible for oversight of Society's social media presence

Seeking potential sponsorship opportunities for meetings, etc. from commercial organizations

Fostering links with the general public through the organization of public lectures on topical mineralogical themes

Spokesperson

Act as the Society spokesperson for enquiries by the press and attempt to get topical mineralogical stories into the media - perhaps through press releases about meetings - etc

Elements/E-Bulletin

Offer contributions to both of these regularly

Elements representative (three-year term)

Business meetings

Attend three meetings each of the Publications committee and two meetings of the Council each year

Elements

Report news from the Executive Committee of *Elements* to the Society officers and council.

Act as liaison between the Society and *Elements*, informing officers of the need for input when required.

Group Chairs

Lead the special interest group; organizing meetings and other events, and participating in the meetings of others.

Encourage participation in Annual Conferences of the Society where appropriate

Ensure the running, both financial and administrative, in accordance with the decisions of council and in accordance with the byelaws.

Business meetings

Attend two meetings of the Council each year, reporting at each, the activities since the previous meeting, and offering topics for discussion.

Reporting

Provide an annual report (covering the period 1st July-30th June, separate from those listed above), for inclusion in the Society's Annual Report.

Ordinary Members of Council (three-year term)

Business meetings

Attend two meetings of the Council each year, and help govern the Society.

Agree to carry out tasks as requested by Council, e.g. to join an *ad hoc* committee