

# Jacob Sheep Society - Role of Board Members – updated

## 31<sup>st</sup> October 2023

### Position – President

Length of term – 3 years

Key responsibilities:

- To lead and support the Board in the running of the JSS, in particular the setting of short and long term goals and objectives;
- To promote and support JSS events and activities;
- To visit as many Regions as possible supporting Major Shows and sales;
- To collect and archive Journals, handbooks and Flock Book;
- To attend 2 annual Board meetings and the AGM.

### Position – Chairman

Length of term – 3 years

Key responsibilities:

- Take responsibility for the ongoing future and overall management of the Society;
- To keep abreast of all legislative requirements which may impact on the Society;
- Maintain good relationships between all Board members, Regional Directors and the membership in general;
- To ensure the requirements of the Charities Commission are met;
- To review the Articles of Association and Bylaws as appropriate and amend as required;
- Chair 2 Board meetings per year and the National AGM and prepare appropriate and timely Agendas;
- To promote and attend Regional events;
- Prepare a chairman's report for 3 Journals per year;
- To prepare the AGM documentation to be sent out with the March Journal to include financial statements and previous minutes.

## Position – Vice Chairman

Length of term – 3 years. To be re-elected after the first year.

Key responsibilities:

- To support the Chairman and deputise where appropriate;
- To oversee and support the RCM in the organisation of the AGM;
- To liaise with the Webmaster in the maintenance of the Society website;
- To attend and represent the Society at major Shows and Sales;
- To attend 2 annual Board meetings and AGM.

## Field Officer

Length of term – 3 years

Key responsibilities:

- Elected by the membership to give guidance to members on the progress and direction of the breed. Advise on interpretation of the breed standard, and take responsibility for reviewing the breed standard on behalf of Council;
- Liaise with Regional Council Members to arrange and facilitate judges' seminars at open days;
- Organise the inspection panels and adjudicators for all official sales and approve the judges for official sales to avoid repetitive appointments in a single year;
- Take responsibility for updating the judges' panel annually and ensure judges undertake their duties responsibly and professionally;
- Address any disputes or complaints regarding judges or shows;
- Offer advice and technical information to members on flock management and breeding policies, ear tagging, Tay-Sachs, movement licences, etc;
- Arrange visits from judges to new or inexperienced members' flocks to offer guidance if requested;
- Implement Council directives to the membership as appropriate;
- Chair and administer the Judges' Assessment Scheme;
- To attend 2 Board meetings and the AGM.

## Treasurer

Length of term - ongoing

Key responsibilities:

- To ensure that the Board of Directors fulfils its duties and responsibilities for the proper financial governance of the Society within the requirements of Companies House and the Charity Commission;
- Participate in formulating the Society's strategies, policies and direction, for the purpose of achieving its objectives and maintaining its financial strength;
- To report to and advise the Board on the Society's finances and to recommend any action required to maintain its income and reserves;
- To liaise with the Chair in relation to the current management of the Society's investments;
- To approve proposals for expenditure on the work of the Society;
- To attend 2 annual Board meetings per year and the AGM;
- To be responsible for and oversee the financial record keeping of the Society each month. This includes the management and control of three bank accounts and two PayPal accounts;
- To liaise with the accountants in producing the monthly and annual accounts;
- To liaise with Grassroots in connection with the collection of subscriptions, registration fees and Tay Sachs testing fees;
- To receive invoices and expense claims, check them, authorise and set up the payments for approved expenditure for countersignature by the Chairman - mostly by transfer via online banking;
- To produce invoices for sponsorship etc when required;
- To bank cheques from Members who do not wish to pay by bank transfer;
- To issue reimbursement payments by cheque/transfer to members where necessary (e.g. where payments have been made and the occasion has had to be cancelled);
- To ensure transfers of money from the two PayPal accounts to the main Bank account when necessary;
- To attend each AGM meeting and present the annual accounts to the Board and JSS members;
- To ensure that the Directors have a clear understanding of the accounts.
- To prepare a summary of the final accounts and financial performance for publication in the Jacob Journal;

- Maintain sufficient records to enable Gift Aid claims to be made. This includes using data from Grassroots as well as keeping records of other types of income which is claimable;
- Liaising with the accountant so that the Gift Aid submission to HMRC is made in a timely manner;
- Ensure that the Insurance policy including Employee and Public Liability insurances are relevant for the Society's needs;

## Company Secretary

Length of term - to be agreed

Key responsibilities:

- Those designated in the Articles, including:
  - Calling of Board meetings
  - Calling of General meetings
  - Calling and conducting elections
- Those set out in the Companies Acts and Charities Acts
  - Filing accounts
  - Filing the various annual returns
  - Filing Special Resolutions e.g. revised Articles
  - Maintaining the record of directors' appointments and resignations at Companies House and the Charity Commission
  - create and distribute various documents to new Board members including Charity Commission leaflets, Guidance for RCMs, Financial Guidance etc..

## Assistant Secretary

Length of term – ongoing.

Key responsibilities:

- To answer emails and other communications from members and non members;
- To liaise with Grassroots, the Field Officer, RCMs and others and to send queries and communications via email or telephone call;
- To organise bi-annual meetings of the Board of Directors, including preparation of an Agenda, liaising with the Carlton Club, setting up Zoom calls, collating reports from the Board and liaising with the Chairperson. To take minutes at these meetings;
- To prepare an Agenda and Minutes at Annual General Meetings;
- To inform Grassroots of any changes to the Board of Directors;

- To liaise with the President regarding matters concerning the National Sheep Association;
- To communicate with shows as necessary, sending Judges' lists, communicating nominated judges via the Field Officer etc. To liaise with the shows secretary, Kay Carpenter, regarding sending rosettes to shows. To forward schedules, results etc from shows to the relevant RCMs, Field Officer etc;
- To attend 2 annual Board meetings and the AGM.

## Journal Editor

Length of term – ongoing

Key responsibilities:

- To produce three Journals per annum on behalf of Council to reflect the aims and objectives of the Society and its activities, any updates to the Bye-laws or Articles of Association, instructional articles, profiles of members and other material as appropriate.
- To take responsibility for commissioning and chasing up articles, reports and advertisements to meet the editorial deadlines.
- To edit material received into a house style (aerial 12 point, centred headings, indented paragraphs, etc.) and caption photographs.
- To liaise with the printers and Mailing House to agree printing and distribution schedules, and with Grassroots to get the membership database to Direct Dispatch so address labels can be printed and envelopes prepared.
- To check the laser proofs from the printers, notify corrections, and supply additional material to fill any blank gaps identified at the layout stage (Journal printed in multiples of four pages).
- Produce A4 8-page AGM agenda, minutes of previous AGM meeting, financial summary and accounts leaflet for inclusion in the spring Journal.
- Produce A4 8-page AGM booking form with details of hotel, flock visits, etc. for inclusion in the autumn/winter Journal.
- Produce A4 handbook of all members, prefixes, regions and other information every other year for circulation to membership.

## Regional Contact Member

Length of term – 3 years

Key responsibilities:

- Promote the Jacob breed and the Society;
- Form a Regional Committee to help with the running of the Region
- Organise an Open Day and other events where possible;

- Host a Judges Seminar at an Open Day once every 3 years;
- Organise the National AGM in your Region once every 8 years;
- Organise and run a Flock Assessment for members every other year with support from the Field Officer;
- Gain approval from the Board for all events to be held in the Region;
- Contact all new members identified by Grassroots;
- Maintain contact with Regional members via appropriate methods of communication. All members must receive the same information either via email, post or another acceptable form of communication as agreed with a member.
- Visits to members by the RCM will be at their own expense;
- Communication with the whole Region must be undertaken via Grassroots and approved by the Chairman;
- Liaise with the Webmaster to keep the Regional website page UpToDate;
- Liaise with the Chairman and Treasurer in relation to Breed promotion in the Region at such events as those organised by the NSA;
- Organise any official Society Shows and Sales in the Region, liaising with the Auctioneers and Field Officer;
- Where individual Shows are contacted, the Field Officer must be informed;
- Organise an AGM where possible. Minutes to be forwarded to the Chairman for information;
- Manage the Regions finances in accordance with the Treasurers guidelines – Regional events should be self financing where possible;
- Whilst undertaking the role of RCM, reasonable travel and other expenses may be claimed – these must be agreed in advance authorised by the Treasurer;
- To attend 2 annual Board meetings per year and the AGM.

## Webmaster

Length of term – ongoing

Key responsibilities:

- Serve as the primary contact for all aspects of the JSS website;
- Performs routine site and content maintenance when required or requested;
- Ensures site and stored data is optimised and search engine compliant;
- Maintains JSS documents held on the websites with current issued documents;
- Troubleshoot technical issues if they arise.