



## **Schedule 1 – The Portfolios of Council**

This Schedule describes the roles of all individual members of Council. The details below may be subject to minor changes with the agreement of the Society's Council.

### **President**

- (a) The President, with the aid of Council, guides the development of the Society, encouraging positive responses to technical, societal and environmental change and ensuring that the needs of the membership are met.
- (b) The President chairs meetings of the Society and of the Council.
- (c) In the event of an equality of votes at meetings of the Society or of the Council, the President has a casting vote.
- (d) The President normally serves no more than three consecutive years (but see 8c above).

### **Vice-President**

- (a) Council nominates a Vice-President from among the members of the Council.
- (b) Following the appointment of a new President, Council have the option to either re-appoint the existing Vice-President or to make a new appointment to this role.
- (c) In the absence of the President, the Vice-President chairs meetings of Council, the Annual General Meeting, and at Society events if required. The Vice-President has all the authority, power and privilege of the President.
- (d) In the absence of both the President and Vice-President, Council will appoint one of its number to preside.
- (e) If, at an Annual General Meeting, no nominations are received for the role of President, the current Vice-President will assume the Presidency until the next Annual General Meeting.

## **Treasurer**

- (a) The Treasurer is responsible to the Council for all matters relating to the financial affairs of the Society, and presents a report of income and expenditure to each meeting of Council.
- (b) All cheques drawn on the Society's accounts in respect of the Society's obligations are signed by two persons named in the mandate held by the Society's bank. These two names are the Treasurer and a member of the Society nominated by the Treasurer and approved by Council. Electronic payments are approved by the Treasurer and one other person nominated by the Treasurer and approved by Council. A record of all such transactions is retained by the Treasurer.
- (c) The Treasurer prepares an Annual Statement of the Society's income and expenditure and ensures it is subject to audit. The Treasurer also provides a detailed Report on the Society's financial position for the year ending 31 December. The Annual Statement and the Report are presented to the Society's membership at the Society's Annual General Meeting. After approval by the membership and signature by the President at the AGM a copy of the financial statement and report is sent to the Charity Commission for their retention.

## **Secretary**

- (a) The Secretary is responsible for the organisation of Council Meetings and (with the Meetings Secretary) Annual General Meetings of the Society.
- (b) The Secretary is responsible for keeping minutes recording the business transacted at Council Meetings and at General Meetings of the Society. Those minutes are signed, after adoption, by the Chair of the next meeting.
- (c) The Secretary is responsible for the proper conduct of all correspondence that is not specifically assigned to other Councillors.
- (d) The Secretary updates information on the Charity Commission website, ensuring the list of Trustees on the site is current and completing the Society's annual submission.
- (e) The Secretary, with the help of the Newsletter and Website Secretary, keeps up to date the governance information on the Society's website.
- (f) The Secretary is responsible for ensuring the deposit of all the relevant archives of the Society with the Natural History Museum, London, in accordance with the agreement between the Society and the Museum.

## **Editor**

- (a) The Editor is responsible to Council for the production of *Archives of Natural History* and any other additional publications that Council approves. The Editor presents a detailed report on the status of *Archives of Natural History* to each meeting of Council.

(b) The Editor works closely with our publishers to ensure that the journal appears on time according to an agreed schedule.

(c) The Editor is responsible for appointing a team of Associate Editors (one of whom will be the copy editor) and works closely with them to ensure peer review is carried out effectively.

(d) The Editor takes responsibility for nominating individuals to act as an Editorial Advisory Board; the Editorial Advisory Board may be appointed by Council on the recommendation of the Editor. The Editor will utilise the skills and knowledge of the Advisory Board to aid peer review and as consultees on the aims and development of the journal.

(e) The Editor advises Council on potential contributors for the Patron's Review and is responsible for giving advice to the selected author and ensuring the article is subject to peer review before acceptance for publication. The Editor liaises between the Patron and the author as necessary.

(e) The Editor presents a report annually to the Editorial Board Meeting<sup>1</sup> held in association with our publishers.

### **Book Reviews Editor**

(a) The Book Reviews Editor identifies suitable titles for review, and potential reviewers, in association with Council and external contacts, and

(b) Identifies and approaches impartial reviewers for those titles and provides guidelines for reviews.

(c) Communicates with publishers/authors to supply titles to reviewers.

(d) Reads, formats and edits (as required) the reviews.

(e) Administers the review process to achieve timely submission of copy to the Editor.

(f) Ensures that published reviews are sent to the publishers and authors.

(g) Works with the Editorial Team for *Archives of Natural History*, seeking advice and help to fulfil the above objectives.

(h) Prepares a report for each meeting of Council about progress with Book Reviews.

### **Newsletter and Website Editor**

(a) The Newsletter Editor is responsible for the compilation, editing, design, production and mailing of the Society's newsletter which is distributed twice a year to members (in print and online) and for promotional purposes. This role includes:

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<sup>1</sup> The Editorial Board consists of key individuals representing the Society and the Head of Journals at Edinburgh University Press and their support staff.

- (b) Liaison with the Society's Secretary and Council Members in development of Society News including Governance, Awards, News, Events and Publications.
- (c) Liaison with the Society's members to compile articles, news and new publications.
- (d) Writing and compiling material and photos and liaison with the designer to prepare each issue for publication.
- (e) Liaison with Edinburgh University Press in the compilation and production of the mailing list and with the printers regarding the newsletter's production and distribution.
- (f) Supporting the Society's PR and social media activities, together with the Secretary and the Communications, PR and Social Media Secretary.
- (g) Being responsible for the management of the Society's website ([www.shnh.org.uk](http://www.shnh.org.uk); [www.shnh.org](http://www.shnh.org)), overseeing website management and design and keeping content up to date. This requires liaison with the Society's Secretary and Communications, PR and Social Media Secretary for content development and to ensure content is uploaded in a timely fashion.
- (h) Liaison with website external hosting providers, domain name management agencies and website management services to ensure smooth running of the website.
- (i) Liaison with the Society's Treasurer regarding external management contracts and contract payments.

### **Meetings Secretary**

The Meetings Secretary takes a lead role, but works alongside other members of the Society's Council, to organise and administer all aspects of the planning and delivery of Society conferences and events. The Meetings Secretary:

- (a) Researches relevant themes, dates and venues for meetings and brings these to Council for discussion and approval.
- (b) Liaises with the Society Treasurer to establish a budget and costings for the event.
- (c) Prepares and circulates a call for papers and/or seeks speakers from within the membership and elsewhere to contribute papers or posters at the meeting of relevance to the theme. This entails working with the Society's Secretary, Newsletter and Website Editor and Social Media Secretary.
- (d) Selects and liaises with speakers to produce a programme for the meeting. The Society's Annual General Meeting will be included in the programme for the major Annual Conference.
- (e) Liaises with marketing and PR colleagues to promote the event, ensuring that the programme is widely advertised through the Society's website and social media channels, and by email and Jiscmail to all Society members.

- (f) Administers bookings and payments for the event using a relevant online platform in collaboration with the Society Treasurer.
- (g) Works closely with the conference host regarding all aspects of the venue and/or tours, ensuring financial, insurance, legal, health and safety obligations are adhered to.
- (h) With assistance from other Council members, prepares delegate packs and other relevant information needed for circulation to attendees in advance of the event.
- (i) With assistance from other Council members, ensures registration runs smoothly prior to the start of the event.
- (j) Works closely with the host to ensure all the necessary AV and other electronic equipment is available as necessary, and that catering is organised and delivered to time as required.
- (k) Acts as a main point of contact throughout the event to handle the needs and queries of all attendees and to ensure that the event runs smoothly.
- (l) Liaises with event host and Society Treasurer to plan and organise any after event dinners, administering bookings and payments, and generally ensuring that things go to plan.
- (m) Provides an event evaluation document to Council and delivers ideas for the next conference.
- (n) For virtual events, work alongside other Council members to organise speakers, administer on-line bookings and communicate and liaise with speakers and attendees to ensure the successful delivery of the event.
- (o) Briefs speakers and attendees on registration, delivery, timescales and management of the technology; organising practice events to ensure smooth delivery, as required.

### **Membership Secretary**

- (a) The Membership Secretary responds to all enquiries from potential new members and:
- (b) Issues welcome letters and/or welcome e-mails to new members.
- (c) Works alongside our publishers<sup>2</sup> to maintain an up-to-date database of members.
- (d) Identifies lapsed members and liaises with them in order to understand the reasons they have not renewed, and encourages them to re-join the Society.
- (e) Produces regular membership updates/reports for the Council of the Society, including the identification of any significant trends in changing membership and recommended actions.
- (f) Works closely with our publishers to suggest and organise new membership offers.
- (g) Within the limitations imposed by data protection legislation, provides Council members with information held on the membership data base.

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<sup>2</sup> Edinburgh University Press

(h) Where necessary, assists with the organization and running of Society events.

### **Awards and Grants Secretary**

- (a) The Awards and Grants Secretary oversees the administration of the Society's grants and prizes, namely the Founders' Medal, the President's Award, the Best Book Prize, the William T. Stearn Student Essay Prize and the Small Research Fund, and:
- (b) Keeps a record of the judging panel for each award and recruits new panel members when necessary.
- (c) Liaises with the Secretary, Website Secretary and Social Media Secretary to circulate publicity for each of the awards in advance of the competition and to publicise the winners of each award in the Newsletter, on the website and on social media channels.
- (d) Liaises with the Secretary to arrange for the engraving of medals, where necessary.
- (e) Reviews the Guidelines for all the Society awards and updates these where appropriate, in consultation with Council.

### **Communications, Promotion and Social Media Secretary**

- (a) The Communications, Promotion and Social Media Secretary builds, maintains and furthers the reputation and profile of the Society by planning, developing and implementing PR Strategies that further the Society's long-term objectives by:
- (b) Co-ordinating the promotion the Society's activities, awards and events, and those of its members, via the Society's social media channels, website and newsletter, including:
- (c) Maintaining and updating information on the Society's website in collaboration with the Website Editor.
- (d) Managing and updating information and engaging with users on social media sites such as Twitter and Facebook.
- (e) Commissioning content for the Society's blog.
- (f) Liaising with the Newsletter and Website Editor to co-ordinate publicity across all platforms.
- (g) Devising and coordinating photo opportunities.
- (h) Preparing and supervising the production of publicity brochures, handouts, and direct mail leaflets in consultation with the Society's publishers.
- (i) Communicating with colleagues and key spokespeople to achieve the above.

### **International Representatives Secretary**

- (a) The International Representatives (IRs) of the Society are appointed by Council on the advice of the International Representatives Secretary, who acts as a link between those individuals and Council.
- (b) The International Representatives Secretary is responsible for updating the Guidelines for International Representatives and ensuring that all IRs are aware of their role and the Society's expectations of them.
- (c) Monitors the Society's lists of new members and informs the International Representatives of any new members in their respective areas.
- (d) Maintains contact with the International Representatives through e-mails and other means of communication.
- (e) Distributes the Council agenda, minutes and other reports and documents to IRs.
- (f) Inform the International Representatives about any relevant decisions agreed by Council and acts as the point of contact for the International Representatives for all enquiries.
- (g) Is responsible for gathering reports from the International Representatives and compiling an International Representatives' report for Council.
- (h) Seeks to replace IRs when they retire or resign, and to actively seek new IRs in those countries where the Society currently has no representative.

### **Councillors without portfolio**

- (a) Councillors without a specific portfolio bring new ideas and skills to Council; their principal task is to monitor the activities of Council, ensuring that it delivers actions that meet its core values (see 5 above) and the expectations of membership.
- (b) Such councillors will be encouraged to engage fully in the work of the Society, being critical, vocal and supportive.
- (c) Councillors without portfolio are considered essential to Council's succession planning for other Council positions.

**This document was approved by members of the Society at SGMs on 23 March and 29 June 2021.**