

DRAFT ROLE DESCRIPTIONS

The committee is the executive body of the University of Bristol Speleological Society (UBSS) and has overall responsibility for the conduct of the society's affairs and responsibility for its day-to-day management. The committee is appointed by the AGM.

The committee comprises: Honorary President, Honorary Vice-Presidents, Student President, Student Secretary, Honorary Treasurer, Student Secretary, six ordinary committee members of whom two can be non-students (these must be voting members of the society, see below). Others can be co-opted to the committee and can participate in meetings but only have a vote if they are replacing a voting member.

At the first committee meeting after the AGM, other roles are agreed. These are currently Equality Officer, Social Secretary(s), Tackle Officer, Safety Officer, Training Officer, Mid-Week Caving Officer, Museum Curator (and any Student/Deputy Curator(s)), Librarian, Sales Manager, Proceedings Editor, Newsletter Editor(s), Hut Warden.

These roles are committee appointments and can be held as individual titles or shared between officers, general committee members. They do not have to be filled by members of the committee, and other members can be appointed to the roles by the committee and if so would not ordinarily attend committee meetings.

The function of the AGM is to a) appoint the voting members of the non-student membership b) appoint the committee c) receive reports d) act in an advisory and consultative capacity.

It is the responsibility of all officers, committee members and post holders (if requested) to attend and participate at all committee meetings, or to send reports (if requested), and to send apologies if unable to do so.

It is the responsibility of all committee members to support other officers and post holders when needed and to foster a safe and responsible attitude to safety, equipment and conservation within the club and to help lead by setting a good example to others.

Aspects of all roles/specific tasks can be delegated but the responsibility for ensuring the requirements of the role are met rests with the relevant officer.

Student President

The Bristol Students' Union (BSU) website has a helpful guide for Student Presidents. Some aspects of this have been repeated here. Other items are specific to UBSS.

- Be aware of who are the members of the club
- Talk to everyone and make them feel welcome
- Organise and attend freshers fairs
- Plan dates for weekends
- Have an awareness of tackle store and its contents and an awareness of all other club areas
- Handle the reaffiliation to BSU

- Liaise with Hon. Treasurer on student memberships and BCA insurance
- Organise some weekends
- Prompt people to organise socials and other events
- (Currently) organise merch. This ideally would be delegated
- Organise and attend freshers' events.
- Attend BSU member meetings.
- Delegate where needed.
- Reply to email enquiries (with the help of secretary)
- Deal with external requests for cave keys, trips etc that come through the secretary@ubss email)
- Ensure all accidents/incidents are reported to BSU
- Ensure good practice and codes of conduct are followed

Hon. President

Historically, whilst the Hon. President is elected annually, this is generally a formality and presidents have tended to remain in the role for several years, but this is not compulsory.

- Provides leadership and strategic direction
- Acts as a bridge between the student and non-student membership
- Acts as the Society's highest official representative in its dealings with the outside world
- Chairs the AGM and any 'ceremonial' occasions
- Takes a lead in resolving any internal or external conflicts

Hon. Vice-Presidents

As with the Hon. President, whilst the Hon. Vice-Presidents are elected annually, they have historically remained in the role for extended periods to provide continuity. The society has had up to four Vice-Presidents at any one time in the past, but if more than one is present at a meeting, they only exercise one vote between them.

- Deputise for the Hon. President when needed
- Support the Hon. President
- Assist with leadership and continuity in the society

Secretary

Supports the student president with running the club, making sure that everything happens as it should. Tasks can be done jointly with the Student President and include:

- Answers emails and messages, including dealing with entertaining spam.
- Organises committee meetings, roughly once a month in term time.
- Creates and circulates meeting agendas,
- Chairs meetings (in absence of Student President)
- Takes minutes of the meeting and circulate the minutes (by email or upload to the website).

- Helps organise the Freshers/re-freshers fair, GIAG and socials with social secretary(s) and Student President.
- Helps organise at least one weekend a term, along with other committee members.
- Helps plan the weekend dates.
- Helps with BSU reaffiliation
- Helps with AGM arrangements
- Deals with any updates needed to constitution
- Updates Freshers' Handbook prior to the start of the first term
- Oversees the student membership of the society including checking people are paid up members before they go caving.

Hon. Treasurer

Due to the complex and time-consuming nature of the job and the need to handle the external bank account, this role is held by a non-student.

- Keeps the accounts.
- Maintains the bank accounts.
- Liaises with auditor and presents accounts to AGM
- Liaises with Student Treasurer
- Supplies budgetary/financial advice to Committee
- Pays invoices and routine bills
- Receives all payments
- Maintains membership lists in combination with student treasurer & president
- Submits BCA membership annual return (and additional when required)
- Submits Gift Aid return to HMRC

Student Treasurer

The UBU website has a helpful guide for Student Treasurers. Some aspects of this have been repeated here. Other items are specific to UBSS

- Administers the student finances
- Ensures all student members (including the committee) have paid their subscriptions and are registered on the UBS membership system
- Organises the financial side of weekend trips
- In conjunction with the Hon. Treasurer, keeps the accounts
- Maintains regular checks on the UBU internal account and pass copies of these statements to the Hon Treasurer
- Sets the annual budget, in conjunction with the committee, and oversees adherence to the budget
- Produces and submits grant and funding requests
- Assists the Hon Treasurer with presenting the accounts to the AGM and ensuring all members receive a copy
- Produces all financial records of external accounts for auditing by UBU
- Signs off claim forms and invoices to UBS (Only the Student Treasurer and Student President can do this)

Social Secretary(s)

Historically, this role has often been split between two people.

- Organises the weekly pub (remind people of the place and time)
- Helps the secretary to organise the Freshers Fair stall
- Organises Freshers and Re-Freshers socials for the beginning of the first two terms
- Organises social weekends throughout the terms (Bonfire, South Wales trips etc.) with the help of other committee members
- Runs social events and talks during uni terms
- Replies to enquiries on the Facebook from people keen to come caving who may need help buying membership and let them know about weekly pub

Tackle Warden

The role has often been carried out by a student and non-student member jointly, or with a non-student designated to act in a supporting role.

- Maintains an inventory of all equipment, including commissioning dates
- Devises and implement a plan over multiple years (preferably a minimum of five years) to replace equipment and where appropriate advise on how much should be charged for use for it to be self-funding eg fees for use of SRT kit, lights, helmets etc
- Encourages members, where possible, to purchase and maintain their own kit so that club resources can be used for the benefit of new members
- Responsible for the training cupboard & keeping it tidy
- Orders new kit as required
- Ensures tackle store etiquette is being followed
- Chases up overdue gear
- Devises and implements a system to record equipment usage and ensures this is used
- Ensure an annual equipment audit is undertaken (to be reported to the committee prior to the end of each academic year)
- Ensures an annual check on all equipment is undertaken by a suitable person or persons
- Sets up a quarantine area and deals with the equipment that is placed there
- Has a suitable knowledge of safety requirements with tackle, such that they can pick up on tired/dangerous kit
- Ensures batteries are being charged ahead of weekends and that procedures for charging are being followed
- Keeps track of cave keys including their signing out and return
- Makes regular visits to the tackle store to check on the above

Proceedings Editor

- Produces Proceedings annually
- Liaises with Editorial Advisors and committee (where needed) over policy/content
- Liaises with authors
- Liaises with reviewers
- Produces print-ready copy from final author's drafts

- Liaises with printers over costs etc
- Supplies member address labels to distribution/sales librarian
- Uploads articles to UBSS website & maintains index
- Deals with copyright queries

Newsletter Editor(s)

Currently two editors, one student and one non-student.

- Jointly sources/writes sufficient material for the monthly newsletter
- Work together to produce an online newsletter of all club news including trip reports, club events, interviews, recollections, news from the broader caving community and any other relevant content.
- Proof read and check before publishing as close to the first working day of the month as possible
- Set up and maintain a contents list for each issue (work in progress)
- Liaises with website manager to upload a copy to the website each month
- Maintains the subscriber lists

Equality Officer

The following is taken from the UBU guidelines:

- Identifies and removes barriers to participation
- Reviews the content of comms and event plans to ensure they are as accessible as possible
- Creates, publishes and updates an Equality Policy/Statement
- Is an active bystander for the group
- Makes sure all students feel welcome

Safety Officer

The Safety Officer's role is to advise the committee and the society on all aspects regarding safety.

- Assist the committee to ensure suitable systems and controls for safety are in place within the club and these are upheld.
- Acts as first point of contact regarding safety concerns.
- Reviews the risk assessments for safety training in the union annually
- Liaises when needed with UBU's safety advisors
- Reviews any accidents/incidents with all concerned and makes recommendations for any changes in safety systems and any subsequent training needs
- Keeps records of all accidents/incidents
- Signs off any actions arising from any such when completed
- Holds regular safety talks for leaders and prospective leaders prior to the start of each academic year
- Keeps a record of attendance at such meetings
- Holds regular safety talks for members

Training Officer

The Training Officer(s) should have an advanced background in SRT.

- Organises the training requirements of the society
- Supervises or runs training sessions with support of other experienced trainers as appropriate
- SRT (single rope technique) is a key aspect of practice sessions. These should be held regularly.
- Training needs can also include rescue practice, first aid, surveying and more advanced SRT (rigging and bolting)
- Identifies training needs and work with members to achieve the necessary level of competence for the trips they wish to undertake

Mid-Week Caving Officer

- Links leaders, drivers and seconds to arrange trips for new members.
- Ensures that all new members have the opportunity to go caving (the mid-week officer needs to be particularly pro-active in the first term)
- Builds up a knowledge of novices' previous trips, and work with trip leaders to ensure that trips are appropriate and safe, liaising with the safety officer if needed.
- Promotes a culture of regular caving in which people enjoy themselves, and progress to more interesting or difficult trips.
- Ensures trips are appropriate to the participants' level of experience
- Checks all participants are paid up members
- Works with the safety officer and tackle officer to maintain good practice of looking after kit and paying fees.
- Ideally attends the pub and other social events frequently, or delegates where needed.
- A knowledge of Mendip caving trips is useful but not essential.
- 'Mid-week' refers to anything that is outside of club weekends/longer trips on Saturdays/Sundays.

Museum Curator

- Has overall responsibility for the care and conservation of the museum collection
- Ensures all acquisitions are properly documented and that legal ownership is validly transferred to the society
- Maintains museum displays
- Maintains the museum catalogues and stack room
- Implements and adheres to the Collections Management Policy
- Reviews and revises this policy where necessary
- Maintains good relations with research partners in other institutions
- Receives and deals with all requests for research access to the collection
- Supervises all research and other visits
- Responds to all queries relating to the museum collections
- Receives and considers all requests for destructive sampling in accordance with current best museum practice

- Administers all loans
- Participates in the UoB Curators' Group
- Liaises with the School of Geography (who pay the estate charges on the Stables) and UBU who are jointly responsible for the rooms.
- Liaises with UoB Estates Department department over repairs
- Maintains a list of keyholders
- Signs off the risk assessments for the use of the Stables jointly with site safety advisor in Geography
- Implements the long-term aim of achieving Arts Council Accredited status for the collection

Student/Deputy Museum Curator

- Assists the Hon Museum Curator with the above tasks
- Supervises museum visits in the absence of the curator
- Runs the @UBSSmuseum Twitter account

Librarian

- Has overall responsibility for the care, maintenance and conservation of the library
- Files incoming journals received by way of exchange or purchase
- Arranges the binding of journals when needed
- Maintains and keeps track of a loans book
- Recommends items for purchase
- When possible, sets up and maintains a catalogue system

Sales Manager

- Responsible for sales enquiries
- Dispatches sales material
- Dispatches exchange copies
- Maintains the subscribers' list for Proceedings
- Checks for incoming invoice payments (working with the Hon. Treasurer)

Hut Warden

- Keeps a regular eye on the Hut
- Carries out checks on the physical integrity of the building
- Organises work on the hut when needed
- Keeps the grounds tidy and grass cut
- Organises wood gathering and chopping when needed, preferably at least once a year
- Maintains tools and equipment kept there
- Keeps the area free of rubbish
- Ensures the inside is kept tidy
- Arranges replacement of gas bottles when needed
- Keeps a note of hut bookings

- Ensures hut fees are paid

Other Roles:

Instagram:

- Posts after every/most club weekends
- Does some fun stories
- Shares relevant info for upcoming weekends.
- Also perhaps does an annual fresher/refresher info story.

Website

- Totally new website is urgently required
- Current maintenance/updates done by treasurer where possible
- Uploads Newsletter to website monthly