

The Tools and Trades History Society



JOB DESCRIPTIONS

A brief explanation of the purpose of the various roles within TATHS and the duties performed within those roles.

Comprising:

- **Chairman**
- **Honorary Secretary**
- **Honorary Treasurer**
- **Membership Secretary**
- **Information Officer**
 - **Newsletter Editor**
 - **Journal Editor**
 - **Editorial Board**
 - **Librarian**
- **Events Co-Ordinator**
- **Publicity Manager**
 - **Webmaster**
- **Committee member**

CHAIRMAN

Purpose: to represent and lead the Society in promoting its development and the academic and educational objectives set out in the constitution, in accordance with its charitable status.

Duties: The Chairman will seek to:

- Increase and diversify the membership of the Society and its activities at national and local level.
- From time to time, consider the need to revise the Constitution, policies and working practices of the Society to improve its management and performance.
- Encourage, guide and support the publication of the Society's periodicals, relevant historic documents and records and contemporary works.
- Where possible, be present at events held by other bodies at which the Society is represented.
- Ensure that the Society's archives, library, collections and records are safely stored and reasonably accessible to members and, where appropriate, to the general public.
- Co-ordinate the organisation of the Society's Annual General Meeting, Conference, Executive Committees, Editorial Board and any other meetings.
- Lead the work of the Executive Committee and provide assistance and guidance to the Society's officers.
- Take the chair at these meetings or arrange for someone else to do so.
- Make effective arrangements to secure the timely implementation of any actions which have been considered and approved by the Executive Committee and Editorial Board.
- Make an initial response to applications for financial support for projects associated with the work of the Society and arrange for the Executive Committee to assess these proposals – including, for the time being, the Salaman Award.
- Have general oversight of the Society's charitable, date protection and financial responsibilities.
- Act as signatory in making properly authorised payments for appropriate goods, services and expenses.

HONORARY SECRETARY

Purpose: to assist the efficient running of the Society by arranging meetings, preparing Agendas and taking minutes. Dealing with general correspondence to the Society and maintaining records as required by the Charity Commission.

Duties: The Honorary Secretary will:

For Committee Meetings

- Arrange venue for meetings or liaise with other members as appropriate.
- Prepare Agenda and circulate – liaise with Chairman regarding content.
- Take minutes of meeting and circulate as appropriate
- Deal with any matters arising relating to the Secretarial role.

For Annual General Meetings

- Prepare Agenda , following liaison with Chairman, enabling circulation by Membership Secretary a minimum of 21 days before AGM date.
- Locate and copy previous AGM minutes for circulation at meeting.
- Obtain copies of written reports from Chairman, Treasurer and others as required for inclusion with the minutes
- Provide and ensure return of nomination papers for Committee Members to comply with constitution and retain in AGM file with records of appointment dates for Committee Members.
- Prepare and circulate an attendance list at meeting and retain as Appendix to the minutes.
- Take and prepare minutes of AGM , circulating to Committee Members before finalisation and obtain Chairman's signature on last years minutes when approved by membership.

For Extraordinary General Meetings

- When required, arrange venue and Agenda to conform with constitution circulating Agenda to membership via Membership Secretary
- Take minutes at meeting as per AGM and arrange circulation.

Generally

- Advise and assist Chairman to ensure efficient running of Society, maintaining records and ensuring compliance with constitution.
- Enter and respond to correspondence with members, Charity Commissioners and general public.

HONORARY TREASURER

Purpose: to oversee and maintain financial transactions and records to ensure the Society meets its obligations to the Charity Commission and National Audit Office and continues to operate on a sound financial basis.

- **Duties:** The Honorary Treasurer will:
- Maintain current and accurate financial records and prepare an annual report of accounts for the Charity Commission.
- Arrange for the Annual report to be independently examined, approved by the Executive Committee and presented to the TATHS AGM.
- Update the TATHS information on the Charity Commission website and timeously upload the annual report.
- Keep abreast of changing financial requirements and inform the Committee as necessary of any procedural changes needed.
- Pay invoices in a timely manner, preparing cheques for signature.
- Arrange bank mandates opening and closing accounts as required.
- Deliver regular financial reports to the Committee including available funds, annual income and expenditure and year end projections.
- Correlate the subscription income with membership numbers and advise the Membership Secretary of subscriptions received by Paypal, cheque or electronic payments into the TATHS account.
- Confirm payments made by the Membership Secretary into the TATHS account advising her/him of any disparity.
- To link with the Covenant/Gift Aid Co-ordinator sending proof of payment for all UK members.
- Bank cheques received, complete negotiation forms as necessary and manage the Paypal account including invoices, payments, transfers.
- Managing unpaid invoices and bad debts issuing reminders.
- Manage funds for any TATHS project , initiative or charitable donation
- Any other fiscal duties to support the TATHS Committee or as legally required.

MEMBERSHIP SECRETARY

Purpose: to prepare and manage the membership records of the Society, reporting to the Executive Committee, and to help distribute Society publications.

Duties: The Membership Secretary will:

- Act as an initial contact for enquiries about Society membership, providing information and enrolling those who decide to join.
- Prepare and maintain an up-to-date and fully searchable data base to record the membership of the Society by name, date of birth, telephone number and by postal and e-mail address.
- Receive non-direct subscriptions from members, bank these payments in the Society's account and notify the Honorary Treasurer each month.
- Invite members to renew their subscription in December each year, requesting any additional payments due, and ask for any changes in members contact details. Monitor responses and issue a reminder by March of the following year, advising that membership and registration will cease unless the correct payment is made.
- Write a report for the Annual General Meeting and Executive Committee meetings, setting out the number of current members, resignations and non-renewals and commenting on any changes.
- Produce address lists and labels from the membership data base and for organisations approved for receipt or exchange of journals. Forward them for use by the Newsletter and Journal Editors or their contractors to deliver the Society's publications.
- Send the required copies of Society publications by verifiable means to the Agency for the Legal Deposit Libraries.
- Supply lists selected from the data base to the Executive Committee and, where appropriate, individual members solely for the purpose of promoting the Society and developing its activities.
- Produce a revised list of members for publication when requested by the Executive Committee.
- Ensure that all information is stored in compliance with the provisions of the Data Protection Act.

INFORMATION OFFICER

Purpose: to receive and respond or pursue requests from members or the general public for information on tools and trades.

Duties: The Information Officer will seek to:

- Reply to these requests within a reasonable time, either from personal knowledge, by contacting other TATHS members for their opinion, or by going to an outside source such as a museum, record office etc, where this seems appropriate.
- Should no information be available from the above sources a short item will be drafted for the Newsletter Editor to include in the next Newsletter.
- Report to the Newsletter Editor any items which are considered to be of general interest to TATHS members rather than specific to the enquirer.
- Go back to any enquirer, where appropriate, if any further information comes to light following the appearance of a request in the Newsletter.

NEWSLETTER EDITOR

Purpose: to prepare, produce and send to the printers the pdf file needed to produce the Society's quarterly Newsletter, ensuring that the appropriate deadlines are met. The ability to operate a Desk Top Publishing/ Word Processing package and the availability of a program to write file to PDF format are requirements of this role.

Duties: The Newsletter Editor will seek to:

- Ensure that the Newsletter comes out four times a year, at the intervals proposed by the EB.
- .Approximately every two years obtain three competitive quotations for printing the Newsletter. On receipt of quotes, confirm with the Treasurer that the price is acceptable.
- Keep a working list of all contributions including:
 1. Reports of any TATHS activities both local and national.
 2. Short communications/papers which are not suitable for the Journal or need to be published before the next Journal is due.
 3. E-mails/Letters to the editor giving replies to Watsits and Queries from previous issues.
 4. New Watsits and queries received either directly from members or via the TATHS Information Officer
 5. General letters about matters relevant to TATHS.
 6. Book reviews, catalogues and any other material relevant to TATHS.
 7. Abstracts of relevant material from the various Exchange Journals.
- Arrange for handwritten contributions to be transcribed into electronic form suitable for entry into the DTP programme.
- Receive the Exchange Journals and arrange for them to be abstracted.
- Receive books offered for review and send to suitable reviewers. Confirm with the Journal Editor that they are not required for review in the Journal. If so insert notice of publication.
- Choose which items are to be in each issue of the Newsletter.
- Assemble the material in a suitable manner for publication using an appropriate DTP programme.
- Find a proofreader and send material to them. Make corrections as necessary.
- Despatch the finalized material to the printers.
- Arrange with the membership secretary for the mailing labels to be sent to the printer.
- Arrange for the despatch of any excess Newsletters to storage.
- Pass on requests for back numbers of Journals and Newsletters to the appropriate person within TATHS.

JOURNAL EDITOR

Purpose: to prepare, produce and send to the printers files needed to produce the Society's Journal, ensuring that any appropriate deadlines are met. The ability to operate a Desk Top Publishing/ Word Processing package and the availability of a program to write file to PDF format are requirements of this role.

Duties: The Journal Editor will seek to:

- Assess the suitability of material submitted for the Journal ensuring that it is accurate and original.
- Search out suitable material.
- Explain to the prospective authors the terms under which articles are accepted.
- Find a minimum of one referee with appropriate specialist knowledge for each article.
- Edit the material including text and illustration captions.
- Confirm with the Treasurer and the EB that the proposed number of pages is acceptable.
- Ensure that illustrations are of sufficient quality and are in appropriate format for printing. Ensure that the correct permissions and credits have been obtained for use of the illustrations.
- Design the layout and prepare the cover and front matter.
- Send proofs of the edited articles to the authors.
- Set the material in a form that is appropriate for the printer using a suitable DTP programme.
- Find a proof reader and send the material to them.
- Make any corrections necessary.
- Write a printer's specification and obtain three competitive quotations. Upon receipt of quotes, confirm with the Treasurer that the price is acceptable.
- Despatch finalised material to the printers.
- Arrange with the Membership Secretary for the mailing labels to be sent to the printer at the appropriate time.
- Arrange for the despatch of excess Journal to the designated storage.
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EDITORIAL BOARD

Purpose: The TATHS constitution requires that “The content, oversight and frequency of all publications shall be the responsibility of a sub-committee of the Executive Committee, designated the Editorial Board, consisting of the Chairman of the Society, 2 other members of the Society and the editors of the Newsletter and Journal”.

The 2 other members do not need to be members of the Executive Committee.

It should be noted that the Editors must be allowed to edit and final decisions on content, design and layout must remain the responsibility of the Editors.

Duties: The Editorial Board’s responsibility for the defined areas are:

Content

- Monitor the overall suitability of the Journal Editor’s suggested content.
- Confirm the proposed number of pages is acceptable.
- Monitor that the content of the Newsletter covers all those subjects that the EC considers should be included.

Frequency

- The frequency of the Journal is dependant on suitable material being found or submitted. The EB responsibility is to confirm the Journal Editor’s decision that the material and quantity is acceptable.
- The EB is responsible for setting the frequency and timing of the Newsletter to ensure the membership is informed of important dates and deadlines at the appropriate times.

Oversight

- Assist the Journal Editor in finding material and resolving any disputes that might arise.
- Confirm the overall design and content is appropriate for the Society.
- Suggest amendments that might improve the content and appearance.
- Consult with the Membership Secretary to decide on the number of Journals to be produced
- Confirm the overall design and content of the Newsletter is appropriate in its representation of the Society.
- Suggest amendments that might improve the content and appearance.
- Consult with the Membership Secretary to decide the number of Newsletters to be produced.
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LIBRARIAN

Purpose: to oversee the way the Society's books and documents are maintained and safeguarded and to maintain a catalogue of them.

Duties: The Librarian will seek to:

- Liaise with MERL and any other organisation that holds the Society's books to ensure compliance with the agreement in place between TATHS and that organisation.
- Act on behalf of the TATHS Trustees to negotiate agreements with organisations who hold TATHS books or records.
- Procure new books and arrange to dispose of duplicates in accordance with the acquisition and disposal policy laid down by the Trustees.
- Receive and catalogue donated books and records.
- Prepare and maintain a full catalogue of all books and documents held and disposed of by TATHS.
- Prepare and regularly update a catalogue of the books held at MERL and provide copies to the MERL Librarian and to the TATHS Webmaster for display on the TATHS website
- Provide updates for the Library page of the TATHS website as necessary.
- Seek to provide the Honorary Treasurer with estimated valuations of the books and documents owned by the Society.
- Prepare an annual Librarian's report for the AGM and reports as necessary for Executive Committee meetings.
- Further the aims of the Society by seeking to make the library as accessible as possible to members and the general public for research purposes.
- Make regular visits to MERL to check on the condition of the library arranging for the provision of archive quality cases where considered necessary for the preservation of items held.

EVENTS CO-ORDINATOR

Purpose: to oversee the activities and events undertaken by TATHS members, providing necessary guidance and maintaining required records of events.

Duties: The Events Co-Ordinator will seek to:

- Give help and advice to members taking part in events such as shows and exhibitions.
- Keep records of events where members have taken part under the banner of TATHS.
- Send up to date list of known events to Newsletter Editor, Publicity Manager and Webmaster.
- Ensure that all members taking part in events under the banner of TATHS have the Society's insurance cover.
- Help with Risk Assessment forms if required by the Organisers.
- Keep an inventory of all TATHS events equipment including Gazebos, Banners, Notice Boards and Staging.
- Request at Committee meetings any additional events equipment required by members, taking into account the location (North/South England) and frequency of use.
- Provide annual records of events for inclusion in the Society's report to the Charity Commission.

PUBLICITY MANAGER

Purpose: to promote the activities and awareness of the Tools and Trades History Society and seek to make new contacts with other organisations.

Duties: The Publicity Manager will seek to:

- Liaise with Regional and Local Groups
- Prepare magazine articles for TATHS publications and other Society's journals.
- Assist the Webmaster by providing material and ideas for website development.
- Approach museums and educational establishments to maintain or expand the activities of TATHS.
- Attend events, exhibitions or other activities to further the aims of TATHS.
- Attend Committee meetings and report activities.
- Liaise with and assist the Membership Secretary with related publicity enquiries.
- Promote the Society by way of membership forms and publicity.
- Follow up on any known organisations with like or similar objectives.
- Advise the Honorary Treasurer of any potential costs of publicity activities.
- Assist with arrangements for the Annual Conference and deliver a report to the Annual General Meeting.

WEBMASTER

Purpose: to design, or oversee the design, of the Society's website and keep it updated as appropriate to reflect the aims and activities of TATHS. The ability to operate a web editing programme is a requirement for this post.

Duties: The Webmaster will seek to:

- Design or oversee the design of a suitable website for TATHS that reflects the image that the Society wishes to project.
- Arrange for hosting facilities for the website. Liaise with the Treasurer to ensure that the best value is obtained and the cost is acceptable.
- Liaise with the Treasurer to maintain a Paypal account for payment of subscriptions and sales.
- Update the site at regular intervals with activities, reports, new publications etc.
- Arrange for reports and images from meetings, both national and regional.
- Request material for the website from the members.
- Assess the suitability of material before placing on the site.

COMMITTEE MEMBER

Purpose: to assist the smooth running of the Society by attending meetings, offering opinions and ideas and voting on issues affecting the Society. .

Duties: Committee Members will seek to:

- Attend the Quarterly Executive Committee meetings and any Extraordinary General Meetings.
- Attend the Annual General Meeting wherever possible.
- Be prepared to offer opinions and ideas at all meetings.
- Play an active part in decision making.
- Promote the aims of the Society at all times.
- Offer guidance and assistance to members as required.
- Assist the Honorary Treasurer by providing appropriate expense claims at the right time.