

BRITISH ANTARCTIC SURVEY CLUB

ROLES AND RESPONSIBILITIES OF COMMITTEE MEMBERS:

TITLE: Benevolent Support Manager
ROLE: To manage the requirements of both financial and personal support of the BAS Club Benevolent Fund. To keep the BAS Club Committee apprised of members who are in receipt of or may require the assistance of the Benevolent Fund
RESPONSIBILITIES: <ol style="list-style-type: none">1. Benevolent Support is a listening job, where contacts are made by phone calls, emails, letters, visits, or liaison with other Fids / relatives.2. That manager defines what is appropriate in relation to what help is needed, and liaises with the treasurer and the Committee with regard to funding levels.3. The input of the Benevolent Manager, the Club and the Benevolent Fund must be maintained in an unobtrusive and confidential manner.4. The manager should be a good listener.5. It is helpful if the Manager is familiar to Club members and has a reputation for discretion.6. The manager should be someone who attends reunions and who is prepared to identify those who may require assistance from the Benevolent Fund.7. The manager needs to follow up leads from others and make sure that there is someone who is both aware of the problem and willing to maintain contact to give support.8. The manager must refer all Benevolent Fund items to the BAS Club Committee.9. The manager will ensure all matters relating to Benevolent a fund business are maintained in a confidential manner.10. The manager will have access to working funds relating to this position. The funding will be agreed and regulated by the Club Treasurer.11. The manager needs to be persistent with promoting the need for members and Fids to advise of needy recipients. <p>Note: Financial support of any kind from the Benevolent Fund must be sanctioned by the BAS Club Committee and is in the hands of the Treasurer.</p>