

## BRITISH ANTARCTIC SURVEY CLUB

### ROLES AND RESPONSIBILITIES OF COMMITTEE MEMBERS:

<b>TITLE:</b> Chairman
<b>ROLE:</b> The Chairman acts as the Officer whose primary role is to ensure that the Committee of BAS Club is effective in its tasks of setting and implementing the Club's direction and strategy.
<b>RESPONSIBILITIES:</b>
<ol style="list-style-type: none"><li>1. To act as the Committee's leading representative, a task which will involve the presentation of the Club's aims and policies to the Club members and the outside world as appropriate.</li><li>2. To take the chair at Annual General Meetings, and at Committee meetings throughout the year. With regard to the latter this will involve: the determination of the order of the agenda, along with the Club Secretary; ensuring that the Committee members receive accurate, timely and clear information; keeping track of the contribution of individual Committee members and ensuring that they are all involved in discussions and decision making. This involves meetings or telephone conversations with individual Committee members, as appropriate. At all meetings the chairman should direct discussions towards the emergence of a consensus view and sum up discussions so that everyone understands what has been agreed.</li><li>3. To take the leading role in determining the composition and structure of the Committee. This will involve annual reviews of the overall size of the Committee, the balance between officers and other Committee members, and the age, experience and personality of the Committee members, in order to ensure effective communication with Club members and the running of the Club. It will also involve encouraging Club members to participate in the running of the Club.</li><li>4. To act as a signatory in relation to cheques presented by the Club Treasurer, in relation to the BAS Club bank account, as appropriate.</li><li>5. To assist the Membership Secretary, as appropriate, in the writing and sending of condolence letters to Next of Kin of deceased members.</li><li>6. To send letters of thanks, congratulations, support and benevolence, as appropriate.</li><li>7. To provide material for the BAS Club Magazine, primarily in the form of "The Chairman's Chat", and also to liaise with the Magazine Editor regarding the content of the Magazine prior to publishing.</li><li>8. To act as Chairman to the Fuchs Medal Committee.</li><li>9. To liaise with BAS, via the Director or other senior figures at BAS.</li><li>10. To update, with the BASC Secretary, the Memorandum of Understanding with BAS, every three years, obtain agreement with the Director of BAS, and sign accordingly</li><li>11. To sit on the Law's Prize Committee (currently under review with the Director 2014).</li><li>12. To liaise with other Antarctic-related groups (e.g. our Australian, NZ and South African counterparts, and bodies such as the FCO, SPRI, UKAHT), as appropriate.</li></ol>

Chairman

Terry Allen. April 2014

13. To respond to formal invitations to events, e.g. from the FCO, BAS, and determine, with the help of Officers of the Club, who should represent BAS Club at such events.
14. To pick up the pieces when things go wrong, and apply dispute resolution as appropriate.