

BRITISH ANTARCTIC SURVEY CLUB

ROLES AND RESPONSIBILITIES OF COMMITTEE MEMBERS:

TITLE: Chairman

ROLE:

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.

RESPONSIBILITIES:

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.
2. To take the chair at Annual General Meetings.
3. To take the chair at Committee meetings throughout the year, either physically or over the Internet, as appropriate.
4. To determine, together with the Secretary, the order of the agenda at such meetings, and ensure that Committee members receive accurate, timely and clear information.
5. To keep track, with the Secretary, of the contributions of individual Committee members and also ensure that they are all involved in discussions and decision-making. This may involve communication with individual Committee members by whatever means are appropriate.
6. 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.
7. 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. The aim would be to ensure effective communication with Club members and the running of the Club. It would also involve encouraging Club members to participate in the running of the Club.
8. To act as a signatory in relation to cheques presented by the Club Treasurer, in relation to the BAS Club bank account, as appropriate.
9. To assist the Membership Secretary, as appropriate, in the writing and sending of condolence letters to Next of Kin of deceased members.
10. To send letters of thanks, congratulations, support and benevolence, as appropriate.
11. 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.
12. To act as Chairman to the Fuchs Medal Committee.

Terry Allen. March 2020

Chairman

13. To liaise with BAS, via the Director or other senior figures at BAS.
14. 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
15. 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.
16. 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.
17. To pick up the pieces when things go wrong, and apply dispute resolution as appropriate.