



# British Antarctic Survey Club

## THE BRITISH ANTARCTIC SURVEY CLUB MANAGEMENT PLAN

### Objective:

The objective of this management plan is to lay down the procedures for the management of BAS Club in accordance with its Constitution.

This plan should be read in the light of information contained in the Constitution of BAS Club, Committee Members' Portfolio's and the Memorandum of Understanding between British Antarctic Survey (BAS) and British Antarctic Survey Club (BAS Club).

### 1.0 Management of the General Affairs of the Club:

#### 1.1 Committee

- The elected BAS Club Committee (elected under the terms of the Constitution) manages the General Affairs of the BAS Club. The duties of the BAS Club Committee are laid down in the Club's Constitution.
- The elected BAS Club Committee, under the BAS Club Constitution, can be assisted by co-opted Committee members under the BAS Club Constitution.
- General meetings of the BAS Club Committee take place on a regular basis at BAS HQ, chaired by the elected BAS Club Chairman.
- BAS Club committee members may attend in person, via the internet or by telephone conference call
- Each General Committee meeting should last less than two hours.
- Meetings per year are held as required between successive AGM's.

#### 1.2 Making decisions

- Decisions are made at BAS Club Committee meetings.
- All BAS Club Committee members have equal voting rights. The Chairman refrains from initial vote and casts a decisive vote in the event there is a tie.
- Prior to making decisions and to aid swift decisions, as much information as possible is circulated to all BAS Club Committee members in advance of the meeting,
- Matters requiring a decision are to be addressed by proposal through the Chairman, both at meetings and by e-mail. The majority decision will carry the vote. The BAS Club Committee will decide which items need to be referred to membership for decisions at the AGM.

#### 1.3. Minutes of meetings

- The BAS Club Committee will employ a paid Minutes Recorder for BAS Club Committee General Meetings.
- General BAS Club committee meetings are recorded by a Minutes Recorder and distributed, by the BAS Club Secretary, as draft copy for comments before final issue. BAS Club Committee members are to respond to this issue in a timely manner to allow 'Final' copy to be issued with the 'calling notice' of the next meeting, sent out 4 weeks in advance. Final copy to be agreed, signed and filed at the next General meeting by the BAS Club Secretary
- The AGM meetings will be minuted and audio recorded to aid accuracy.
- The AGM minutes will be taken by the BAS Club Secretary (or a delegate in absence) and a hard copy produced for record purposes.
- Minutes are held on hard copy in BAS Club storage and in electronic form.



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## 1.4 Management of Annual General Meetings/Dinners:

- The BAS Club Committee is responsible for encouraging and promoting a BAS Club Annual General Meeting and Dinner each year around the time of Mid-Winter at various locations, with the help of volunteer groups of club members.
- The BAS Club is able to provide assistance to such volunteers via the BAS Club Secretary, who is able to put them in touch with previous organisers, and provide databases.
- The BAS Club Committee can approve advance set-up costs in accordance with the Protocol for Organising BAS Club Reunion/Dinner Events
  - The Protocol for Organising BAS Club Reunion/Dinner Events is attached as Appendix A.1 to the Management Plan
- The BAS Club Committee can approve financial assistance to club members in accordance with the Constitution Clause 4.3, that one of the objectives of the club is: *“to encourage and assist, as appropriate, other members’ reunions, meetings, lectures, film shows and memorial projects, at the discretion of the BAS Club Committee”*.
  - The Protocol for Financial Support is attached as Appendix A.2 to the Management Plan

## 2.0 Management of the Finances of the Club

- The finances of the BAS Club are managed by an elected Treasurer (who is an Officer of the BAS Club).
- It is the Treasurer’s responsibility, each year, to present accounts for independent external analysis.
- The BAS Club has bank accounts, and it is a function of the Treasurer to maintain those accounts and use them responsibly for the BAS Club’s purposes.
- The Treasurer is a signatory with regard to issuing cheques on BAS Club accounts and each cheque is countersigned by one of the other two signatories (Chair and another Officer of the Club).
- Routine items such as costs associated with producing the magazine, travel expenses and consumables expenses are left to the discretion of the Treasurer.
  - Travel Expense rate is subject to annual review by the Committee but it will always be set lower than that allowed by HMRC but this can be revised at any Annual review by the Committee
- Payment to gardeners and other workers is administered by the Treasurer and the Committee member responsible for the Memorial Orchard.
- Money to be spent on projects, for example, Heritage projects, is first authorized by the BAS Club Committee, a vote being taken.
- The state of the BAS Club’s finances is updated and presented at each Committee meeting, and the Treasurer responds to appropriate questions.
- The Treasurer maintains accounts for the following:
  1. BAS Club Current Account
  2. Benevolent Fund Account
  3. Fuchs Medal Account
  4. Laws Prize Account
  5. Paypal Account

## Financial Relationship with Foreign & Commonwealth Office (FCO):

- The FCO provide a grant per year to support the Benevolent Fund, Fuchs Medal Award and the Laws Prize award



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- The BAS Club Treasurer liaises with the FCO and, on a yearly basis, requests the funds from the FCO
- The Treasurer is responsible for the allocation and transfer of the required proportion of the FCO grant into the bank accounts of the three recipients (Benevolent Fund; Fuchs Medal Award and Laws Prize Award)

## 3.0 Management of Communications

### 3.1 Within the BAS Club:

#### 3.1.1 Media Communication

##### Website:

The BAS Club maintains a website, an integral part of BAS Club communications. Management of the BAS Club website is carried out by an appointed Committee member, the Website Co-ordinator.

The Website Co-ordinator liaises with a professional Technical Expert who is contracted by the BAS Club to improve and maintain the BAS Club website.

This also involves ongoing teaching of up to three members of the Committee in relation to how they can administer the website.

This is likely to become an ongoing requirement as BAS Club Committee members are replaced, and has financial implications.

##### Facebook:

The BAS Club also maintains a Facebook page, which is managed by the Media Co-ordinator. This significantly improves the public profile of the BAS Club whilst providing information and entertainment to members.

#### 3.1.2 Magazine:

The Magazine is an important means of communication with BAS Club members, and should be given every support. It informs members of the way in which the BAS Club is developing and this gives them the opportunity to raise questions or give comment in the Magazine or at an AGM

The BAS Club maintains a twice-yearly-issued Magazine, which is managed and edited by a Magazine Editor, an Officer of the Club.

The Magazine Editor is to manage the production/publishing of the magazine to

- Produce Two Magazines per year, one in December and one in May.
- Include in the May issue is to include information with regards to the Annual General Meeting and Reunion Dinner
- Solicit material and photographs for publication.
- Notify members of any relevant BAS Club news
- Arrange for printing of the Magazines
- Arrange for dispatch of the Magazine by post
- To upload web-quality \*pdf file onto the Club website.
- Send invoices for printing and postage to the Treasurer for payment.

### 3.2. Outside BAS Club - Communication with other agencies:

#### British Antarctic Survey (BAS):

Continuing communication with BAS is important to BAS Club.



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The President and Chair maintain good relations with senior figures in BAS. Other members of the Committee continue to gather contacts throughout BAS and maintain good working relationships.

## **Other Polar Organizations:**

Good relations are maintained with other polar organisations, via the BAS Club Secretary and the Heritage Secretary.

Relations with Polar Research ships and the Polar organizations of many countries is maintained by the Club Magazine Editor, who either sends a hard copy or an e-mailed copy of the Magazine.

Reciprocal hospitality is encouraged.

## **4.0 Management of Storage facilities and archives:**

- BAS provides storage facilities for the BAS Club. The use of these facilities is currently the responsibility of the BAS Club Secretary.
- If it were found that the load of the BAS Club Secretary was too great then another BAS Club Committee member could be allocated to help.

## **5.0 Management of the Club Membership:**

- Club Membership is managed by the elected Membership Secretary, who is an Officer of the Club.

### **5.1 Membership Applications**

- All applications for membership are received by the Membership Secretary
- Membership criteria are defined in the constitution.
- If an application corresponds to criterion 2.1 of the BAS Club's Constitution, then the Membership Secretary can decide to accept the application.
- If the application does not easily fit criterion 2.1 of the Club's Constitution, then the application will be taken to the rest of the committee for a decision.
- If the application fits criterion 2.2 of the BAS Club's Constitution, the application will be taken to committee regardless.
- Successful applicants will receive a copy of the constitution, a welcoming letter and a standing order form. Once subscription is confirmed the successful applicant will receive an email giving them access to the 'members only' sections of the website.
- Unsuccessful applicants will receive an email message by the Membership Secretary saying they are unsuccessful and the reasons why.

### **5.2 Death of a club member**

- When a club member dies, the Membership Secretary posts their obituary on the website.
- A deceased member's membership stays 'active' for the rest of the year of their membership – so that their family can receive the magazine with the obituary and others members condolences.
- The Membership Secretary is to offer the deceased member's family the opportunity to continue membership beyond this period.
- The Membership Secretary is to send a condolence letter to the family of the deceased club members either by email or post.
  - The Protocol for Death of a BAS Club Member is attached as Appendix D to the Management Plan



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## 5.3 Membership fees

- Membership fees are decided by the BAS Club Committee and reviewed on a regular basis by the BAS Club Committee.

## 5.4 Membership's Data

- The Memberships Secretary is responsible for monitoring and managing the General Data Protection Regulation (GDPR) and maintain the BAS Club's Policy for implementing the compliance requirements.
- The GDPR Monitoring Compliance Policy is attached as Appendix B to the Management Plan

## 6.0 Management of Heritage matters:

- Management of all Heritage matters is carried out by a nominated BAS Club Committee member designated as the Heritage Secretary.
- The Heritage secretary maintains communications with other Heritage organizations
- Heritage matters are reported to the BAS Club Committee and maybe included on the BAS Club website and Magazine

## 7.0 Management of the Benevolent Fund:

- Management of the Benevolent Fund is carried out by The BAS Club Committee
- Administration of the Benevolent is carried out by a nominated BAS Club Committee member designated as the Benevolent Secretary who has the role of identifying; advising and helping BAS Club members in need. The Benevolent Secretary reports to the BAS Club Committee
- The Benevolent Fund has a separate account from the Main BAS Club account. The Benevolent Fund account is administered by the BAS Club Treasurer.
- The Benevolent Secretary requests funds, if and when required, from the Treasurer. If the requested funds exceed £100 then the request is referred to the BAS Club Committee for authorisation.
- The Benevolent Secretary does not have any bank signatory rights
- Funding for the Benevolent Fund is supported by a proportion of a grant from the Foreign & Commonwealth Office (FCO). This grant is administered by the Treasurer.

## 8.0 Management of the Fuchs Medal Award:

- Management of Fuchs Medal Award is carried out by Fuchs Medal Award Committee (FMAC)
- The Fuchs Medal Award Committee comprises of equal numbers of representatives from BAS and the BAS Club.
- The representatives from BAS are to be the Director of BAS and two other employees (past or present) nominated by the BAS Director
- The representatives of the BAS Club are to be the President of the BAS Club, Chairman of the BAS Club Committee and the nominated BAS Club Committee member for the Fuchs Medal Award Secretary (FMCA Secretary) position.
- The FMAC is chaired by the Chairman of the BAS Club.
- Members of The FMAC Committee are excluded from making nominations and they are not eligible for nomination for the Fuchs Medal.
- Any Employee of BAS, past or present, any member of the BAS Club can submit nominations for the Fuchs Medal. Nominations are to be made without the knowledge of the nominee



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- The FMAC considers nominations, with their supporting statements, received before the years closing date, and decides on the recipient of the Award.
- The FMCA can, at their discretion, decide that no award will be given for that particular year, or, exceptionally decide that two or more awards can be given.
- The FMAC can, at their discretion, carry forward nominations to the following year and may request further statements to support the nomination.
- The Fuchs Medal Award is administered by the BAS Club FMCA Secretary and the BAS Club treasurer
- The FMAC secretary is responsible for:-
  - Arranging meetings of the Fuchs Medal award Committee usually once per year at BAS HQ Offices, Cambridge
  - Seeking nominations for the Fuchs Medal, through the BAS intranet system and postings in the BAS Club Magazine. The closing date each year is 28<sup>th</sup> February
  - Ordering additional batches of the Fuchs Medal when required
- The Fuchs Medal Award Fund has a separate account from the Main BAS Club account and is administered by the BAS Club Treasurer.
- The FMAC Secretary request funds, if and when required, from the Treasurer.
- The FMCA Secretary does not have any bank signatory rights
- Funding for the Fuchs Medal Award Fund is supported by a proportion of a grant from the Foreign & Commonwealth Office (FCO). This grant is administered by the BASC Treasurer.

## 9.0 Management of the Laws Prize Award:

- Management of the Laws Prize award is, historically, carried out by the Laws prize Committee which is composed of senior scientific staff, including the Director of BAS. It is currently chaired by a Fellow of the Royal Society.
- The BAS Club appoints a suitably qualified representative who sits on the Laws Prize Committee to contribute to the decision making process and to act as a liaison person between the BAS Club Treasurer and the Laws Prize Secretary regarding the Laws Prize Award funds.
- The BAS Club Treasurer administers the Laws Prize Award accounts.
- The Laws Prize Awards Fund is a separate account from the Main BAS Club accounts. The BAS Club has no jurisdiction over this account other than administering the account on behalf of the Laws Prize Award Committee.
- The Laws Prize Award Committee does not have any bank signatory rights
- Funding for the Laws Prize Award Fund is supported by a proportion of a grant from the Foreign & Commonwealth Office (FCO). This grant is administered by the BASC Treasurer as above.

## 11.0 Management of the Memorial Orchard at BAS:

### 11.1 Ownership:

- British Antarctic Survey (BAS) provides an area for the Memorial Orchard as part of the BAS 'estate' (grounds)
- The Memorial Orchard is part of a joint project between BAS and the BAS Club.
- BAS owns one wooden bench.



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- BAS Club owns two wooden benches, a Westmorland slate monolith and Sundial and a number of Fruit trees.

## 11.2 Management:

- The management of the Memorial Orchard is carried out in accordance with a Memorandum of Understanding – attached in Appendix C
- BAS and BAS Club each have a designated lead person

## 12.0 REVIEW AND AMENDMENT OF THE MANAGEMENT PLAN

- Every five years the Management Plan shall be reviewed by the BAS Club Committee.
- Proposals for amendment may be initiated by the Committee or by a minimum of twelve Club Members.
- Proposed amendments must be notified to the Secretary of the BAS Club at least ten weeks before an AGM, and be placed on its agenda.
- Amendments require a two-thirds majority of members attending at an AGM.

**THIS MANAGEMENT PLAN HAS BEEN APPROVED BY COMMITTEE MEETING OF 15TH MARCH 2020**

Dated 22 March 2020

Signed:- J. Allan BAS Club Chairman

[Signature] BAS Club Secretary



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## APPENDIX A

### A.1 PROTOCOL FOR ORGANISING BAS CLUB REUNION DINNER EVENTS

#### A.1.1 Introduction:

British Antarctic Survey Club (BASC) holds an Annual Reunion Dinner for its members. By tradition this is held as close to the Austral Mid-Winter (Northern Hemisphere Mid-Summer) as reasonably possible, thus a weekend around 21 June.

For organisational and logistic reasons, the Club's Annual General Meeting (AGM), per Constitution 10.9, is held to coincide with the reunion. Normally, but not essentially, this means at the AGM occurs at the same venue or an adjacent venue and occurs just prior to the reunion dinner itself.

#### A.1.2 Methodology:

- The Club Committee, via its Secretary, shall seek, via the Club Website, Club Magazine and other media, suggestions/proposals regarding suitable venues and the organisation of future events from amongst the membership.
- The Committee will require that a proposal be put to it by the member(s) putting forward the venue. Issues to be covered include but are not limited to: the location and facilities of the venue, appropriate type of menu, accommodation details, numbers catered for, likely cost and financial viability, accessibility including by public transport, visitor attractions in the area, suitability for the AGM (see above). The Committee may also consider how the proposer(s) will “manage” the event, their proximity to the proposed venue and any other matters considered of relevance.
- It is required that the reunion and dinner (as distinct from the AGM itself) shall at least break even. It is accepted that there is always uncertainty over the eventual number of members who will attend, and thus the income arising therefrom, but a reasonable sum to cover the organiser's expenses plus contingencies should be allowed for in setting the price per head to be charged to attendees. The principle is that members who do not attend the reunion should not subsidise those who do. Extra activities such as coach trips, visitor attraction entrance fees etc which are laid on should be charged separately to those members concerned. Organisers' expenses should be minimised by use of IT and by avoiding unnecessary travel. If due to unforeseen circumstances a deficit is incurred the Club will take the financial risk.
- The Committee can advise organisers of the numbers who have attended previous reunions and help with forming a judgement as to likely numbers on which an estimate of the issues in 3. above can be made. Ultimately it is the Committee's decision as to whether to accept the proposal with the club taking the financial risk, bearing in mind all these factors. Thus, no financial penalty would fall on the organisers other than in cases of gross negligence or fraud.
- The AGM itself will be managed by the Club Secretary and, where possible, associated costs met by the Club (see 7 & 8 below). Given that the venue for the AGM is usually part of the same facility that hosts the Reunion Dinner, there will inevitably be close liaison between the Secretary and the Reunion Organiser.
- If the provision of the AGM venue (typically a room and jugs of water) is charged separately by the facility management and thus costs are thus clearly identified, the Club itself will cover the cost and not the reunion/dinner event organisers.
- If the provision of the AGM is included in the total cost for the dinner/reunion,





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“thrown-in” as it were, the total cost will be borne by the organisers and thus the members attending.

(24 March 2018)

## A.2 SUPPORT FOR MEMBERS’ REUNIONS, MEETINGS ETC

BAS Club’s Constitution states per Clause 4.3, that one of the objectives of the club is: *“to encourage and assist, as appropriate, other members’ reunions, meetings, lectures, film shows and memorial projects, at the discretion of the BAS Club Committee”*.

### A.2.1 Introduction:

The following protocol concentrates mainly on requests for financial assistance, but the principles will apply to all forms of help, sought or offered.

### A.2.2 Methodology:

- Requests/proposals be made to the Club Committee via the Treasurer or Secretary in writing (including email). The Club Treasurer will initially study these submissions and seek such information as is deemed necessary to clarify and/or support the request. The Treasurer will then put this information, together with his/her comments and recommendations, to the Committee for a decision. The Treasurer would then inform the applicant and make any necessary financial arrangements.
- Issues to be covered by the applicant should include: details of the activity concerned, what is the evidence that the funds are needed? (e.g. is there a request for a deposit for the venue chosen for an event). Would the event go ahead without the club’s assistance? Does the proposed activity align with the Club’s constitution? How and by whom will the event be managed? What are the financial risks, how will they be mitigated and what are the repayment proposals?.
- If a grant is sought for an income-generating project, the Club will require repayment if a surplus is subsequently made (but write it off if the project fails);
- The Committee will also consider, if a Base-specific or other type of reunion is proposed, what may be its potential impact on other such events, particularly the Club’s own Annual Reunion.
- The member(s) receiving the loan will be personally responsible for repaying it. They would be encouraged to take out insurance to cover financial losses incurred which might lead to a default on the loan.
- As of 2018 the maximum grant or loan will be £500 per event. This amount will be reviewed by the committee from time to time. Note that this is a maximum and the club’s financial viability and any other similar outstanding commitments at that time will be taken into consideration and the amount offered may be lower than this figure.
- Applicants must be aware that their request may be turned down. They would be informed of the Committee’s decision and reasons for it in writing by the Treasurer. Appeals may be considered if facts as above change materially.



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## APPENDIX B DATA PROTECTION

### B.1 INTRODUCTION

General Data Protection Regulation (GDPR) Information taken from <https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/>

Key points

- The GDPR will apply in the UK from 25 May 2018.
- It applies to our organisation

### B.2 BAS CLUB POLICY FOR COMPLIANCE WITH THE DATA PROTECTION REGULATION

#### B.2.1 Purpose of the British Antarctic Survey Club (BAS Club)

- In essence, the purpose of the club is to facilitate and promote contact and networking amongst its members.

#### B.2.2. Personal data

- When you apply to join the BAS Club you supply your name and service details, and one or all of the following: postal address, email address, and telephone number. We will store these data for the time it takes to process your application. If your application is unsuccessful we will delete all your personal data.
- If your application is successful, you give consent for us to hold the data you supplied the Club with for as long as your membership lasts. We also keep records of your subscription payment history.

#### B.2.3 Purpose of data

- Your name, service details, postal address, email address, and telephone number data are collected for the benefit of the Club, Club Committee and Club members.

#### B.2.4 Location of data

- When you first apply, your application form is temporarily stored on our Club Site's restricted back-end on Wordpress which is accessible to some committee members and our website manager at Digital Nomads.
- All personal and subscription data are kept digitally on a database which the Membership Secretary and Treasurer have direct access to. The database is located on a secure shared drive. Archived historic copies are kept on the personal computers of the Membership Secretary and Treasurer in case the latest copy is damaged or destroyed.
- Club member names and email addresses are published online, in the members-only access section of the website.
- Members' club reference numbers, names and email addresses are also stored on the secure BAS Club wordpress website: <http://basclub.org/>

#### B.2.5 Data sharing

- The Membership Secretary and Treasurer have access to all the data you supply to us.
- Club member names and email addresses are published online, in the members-only access section of the website, for all Club members to have access to. If you don't want your name and email address included in this list, then please contact the Membership Secretary.
- Your postal address will only be passed to another Club member if they request it. If you do not wish your details passed on to other members, without your consultation first, please let the Membership Secretary know.



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- If members have a subscription option for a printed copy of the magazine, their names and postal addresses are shared with the Magazine Editor who also shares them with the printer.
- Subscription information about fee payment is only available to the BAS Club Committee in certain individual cases and is never shared with other Club members. The committee does not get a list of all members' subscription fee data.
- No personal data are explicitly shared with third parties or other organisations; however, BAS Club members are often members of other organisations e.g. the British Antarctic Survey or the UK Antarctic Heritage Trust. If you are a member of another organisation, you are not allowed to share personal data that you have gleaned as part of membership of the BAS Club with those other organisations.
- Data of former members are not shared without consent from the former member.
- Data of any members under the age of 16 will not be shared outside the Committee without consent from the member and their parent or guardian.
- Ex-BAS Club committee members must delete any copies they have of Club members' personal or subscription details.

## **B.2.6 Use of data by members**

- Organisers of Club meetings, Club reunions or events associated with Club business are allowed to contact members en masse but must adhere to this policy and notification.
- Members are not allowed to use the email lists for contacting all or most members en masse for their own personal reasons e.g. fund raising for a cause or advertising a business.

## **B.2.7 Accuracy of data**

- If your details change, it is your responsibility to alert the Membership Secretary and Treasurer who will then update the records. If you wish to up-date your details you must contact the Membership Secretary or Treasurer by post, email or through the on-line form. The Membership Secretary and Treasurer will endeavour to keep the data accurate.

## **B.2.8 Data storage length**

- As your data is collected for the benefit of the Club and Club members, unless otherwise requested, the data will be kept for as long as you are a member.
- Once a person has ceased to be a member, some basic data (Club reference numbers, names and service records) are kept indefinitely for archiving. All other data including postal and email addresses and phone numbers will be deleted 5 years after the end of Club membership.
- The basic data is retained:
  - As an archive of membership
  - In case the member wants to renew their membership after a lapse
  - In case a Next of King (N.O.K) wishes to take over the membership.

It is also worth noting that if a N.O.K. of a deceased member joins, some of the data from the deceased member may continue in the record if, for example, they share an address or subscription record.

## **B.2.9 Erasure**

- If you request that all your contact details are removed from the database then you will cease to be a member, any money you pay subsequently will be assumed to be a donation to the Club.

## **B.2.10 Member's rights**

- You have a right to be informed about your data. This document explains what happens to the data you supply.



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- You have a right of access. You can ask the Membership Secretary at any time for a copy of your data held by the BAS Club.
- You have a right of rectification. You can ask the Membership Secretary or Treasurer to update the data at any time.
- You have a right of erasure. Your data can be deleted at any time.
- You have a right to restrict processing. Please alert the Membership Secretary if you don't want any details shared with other Club members.
- You have a right to data portability. If you request that we pass your details to a third party then we will.
- You have a right to object. You can request that we cease to process your data or use your data at any time. This is different from erasing data. We keep the data but just don't use it
- The GDPR provides safeguards for individuals against the risk that a potentially damaging decision is taken without human intervention. The BAS Club does not use autonomous processing of data.

## **B.3 MANAGEMENT OF THE POLICY FOR IMPLEMENTING THE COMPLIANCE REQUIREMENTS OF THE GENERAL DATA PROTECTION REGULATION (GDPR):**

### **B.3.1 Officer responsible for monitoring and managing GDPR:**

- The Membership Secretary on, behalf of the BAS Club Committee, is responsible for management and monitoring of the Policy. This responsibility will be in the Membership Secretary's portfolio.

### **B.3.2 Monitoring compliance:**

- Requests from members with respect to access and erasure of their data will be acted on within 4 weeks.
- The database will be reviewed annually between January and March to check the data is correct.
- Any breaches in compliance will be reported to officers of the BAS Club Committee within 72 hours of it being discovered. Individuals will be notified if an adverse impact is determined.

### **B.3.3 Policy review period**

- The policy will be reviewed annually. This will usually be done prior to the AGM.

### **B.3.4 Management Plan**

- This policy will be incorporated into the BAS Club Management Plan



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## APPENDIX C

### Memorandum of Understanding BAS & The BAS Club Memorial Orchard - Cambridge

#### 1. **Principal:**

- a. British Antarctic Survey (BAS) selected an area of the BAS Cambridge Estate for the development of the Memorial Orchard.
- b. The Memorial Orchard is a joint project established between BAS and the BAS Club.

#### 2. **Management Structure:**

BAS and the BAS Club each have a designated person to manage the general upkeep of the Orchard.

- a. **BAS**
  - i. The BAS representative is the Cambridge Estate Manager (David Ingham).
  - ii. There are other persons involved within BAS who have differing areas of responsibilities and interests:
    - Cambridge Soft Services Manager (Madeleine Millar) – having responsibility for managing the Estate Landscaping Contract.
    - BAS Environmental Manager (Anna Malaos) – having responsibility for the BAS Biodiversity Action Plan, which includes the Orchard.
    - The BAS Biodiversity volunteers led by Mike Dunn are a group who seek to improve the biodiversity / habitat of the BAS Cambridge Estate.
    - The Apple Committee led by Mari Whitelaw are a group of volunteers who organise the shared enjoyment of the harvest produce. This is a way in which to bring BAS staff and BAS Club members together and ensuring staff are aware of the Orchard. Mari also acts as liaison between the Orchard stakeholders and maintains a database of the fruit trees, including a layout plan.
- b. **The BAS Club**
  - i. The BAS Club appoints a representative (currently Committee member John Fry). This member has responsibility for attending joint meetings with the BAS representatives.
  - ii. The BAS Club volunteer representative (Paul Ward) – has responsibility for specified maintenance works.
  - iii. The BAS Club is responsible for establishing a suitable regime for regular meetings with all relevant parties and for producing minutes for circulation.

#### 3. **Ownership:**

- a. BAS owns one wooden bench and the picnic tables
- b. The BAS Club owns two wooden benches, the Westmorland monolith, the sundial and a number of fruit trees (currently thirty).

#### 4. **Responsibilities:**

- a. **BAS**

As a part of the landscape maintenance contract of the entire Estate, BAS have allowed for the responsibility of:



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- i. Grass mowing, including areas determined on the map associated with this document, and removal of grass cuttings.
- ii. Maintaining and weeding the gravel pathways, including the gravel around the sundial.
- iii. All peripheral hedge cutting and removal of waste. Pruning and coppicing of hazel copse to the Western side of the Orchard.
- iv. Supply an application of fertilizer.
- v. Supply an application of weed killer.
- vi. Maintenance of the two entrance gates, rabbit proof fencing, access path and peripheral path.
- vii. Maintenance of one wooden bench.

MEMORIAL ORCHARD	SUMMER	WINTER
Grass cutting	Fortnightly	Monthly
Hedge trimming	Twice per year, mid to late summer and late winter prior to nesting season if needed	
Weeding under hedging	Every 2 months throughout the year	
Spray weed killer on pathways	Every 2 months	n/a
Bench wipe down	Fortnightly	n/a
Thorough clean of bench with cleaning fluid	Once	n/a

- b. The BAS Club
  - i. Maintenance of two wooden benches.
  - ii. Maintenance of the Westmorland slate monolith.
  - iii. Maintenance of the sundial
  - iv. Maintenance of the fruit trees, which may include non-fruiting varieties.
  - v. Maintenance of two directional signs.

## 5. Funding:

- a. BAS responsibility falls within the landscape maintenance contract of the entire Estate.
- b. The BAS Club pays the agreed expenses incurred by BAS Club member (Paul Ward), who voluntarily undertakes the pruning and maintenance of the fruit trees and other related horticultural work as appropriate and where deemed necessary by the BAS Club: Other works are carried out by volunteers and Committee members.

The agreements within this MoU are declarations of intent and best endeavours by both parties; they are not legally binding. This document should be subject to a review every five years.



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## APPENDIX D

### Protocol on the Death of a BAS Club member

#### INTRODUCTION:

As a membership organisation, BAS Club endeavours to record members' deaths and to notify the wider membership and other appropriate parties of such instances. Further information such as funeral/memorial service should be similarly notified. The situation and well-being of the deceased's next-of-kin (NOK) must be given full consideration and the benevolent and inclusive nature of the club held to the fore. The following protocol sets out the procedures to be followed by officers of the Club Committee. It is intended to be indicative guidance not prescriptive instruction.

#### METHODOLGY:

- 1) Such news comes from any number of a variety of sources: the deceased's family, friends, other BAS Club members, BAS, the media etc. It may reach any member of the Committee by sometimes tortuous routes and different media.
- 2) Whoever receives it by whatever method, should consider further verification and then must inform, via email, all other members of the Committee.
- 3) The Membership Secretary shall post the news on the club's website as soon as possible. A standardised version of the notice is preferred e.g. name of deceased (including any commonly-used Fid nickname), discipline/trade, bases and years served, winterer or summer, Funeral details, if known, to be included or noted "to follow".
- 4) The Membership Secretary should follow up in a timely manner, appropriate sources to obtain outstanding funeral details and post these on the website.
- 5) The Membership Secretary, together with the Benevolent Fund Secretary and others, shall endeavour to ensure that BAS Club is represented at the funeral and that such representation be brought to the attention of the NOK. There are often many Fid friends of the deceased at the funeral, but sometimes ex-colleagues are unavailable or unable to travel. The database of members and such sources as Fuch's book, "Of Ice and Men" and Holmes' "List of Winterers" may be used to identify ex-colleagues of the deceased who are conveniently situated and willing to attend the funeral. The Benevolent Fund may be considered to assist with travel in certain cases.
- 6) The Membership Secretary should write (or designate another committee member to write) a condolence letter on behalf of BAS Club to the NOK at an appropriate time after the funeral. Timing is a matter of judgement, but 3-6 weeks has generally been appropriate. The letter should include an offer to NOK to continue membership in her or his own name and in known or probable cases of hardship and/or infirmity, it should be stated or offered that the subscriptions will in future years be paid for from the Benevolent Fund. After consultation with the BAS Club Treasurer, it may be necessary to ask the NOK to ensure that the deceased member's subscription payments are cancelled.
- 7) The Condolence Letter should be on good quality letter paper bearing the BAS Club letterhead and be sent as hard copy by stamped post. This is a dignified and appropriate medium (at the time of this protocol). The letter as an attachment to an email is reasonable for distant overseas instances.



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- 8) The Benevolent Secretary should, where appropriate, and particularly where the NOK has maintained membership, make “follow up” contact within a few months or so of the member’s death. Although the Condolence Letter offers help to the bereaved, this is often missed at the time for understandable reasons. The offer of membership is often taken up at this later contact when things have settled down a bit. There are often practical issues of disposal of Fid-related artefacts (clutch) that crop up!
- 9) These instances and actions should be recorded in the BAS Club “Master” database of members by the Membership Secretary in a timely manner.
- 10) The Magazine Editor shall endeavour to obtain an obituary, tribute, “In-Memoriam” and/or anecdotes of the deceased member for inclusion in the Club magazine. Liaison with the Membership Secretary and Benevolent Secretary should be maintained to ensure that the NOK of the deceased receives such obituary either in hard copy or email/download, as appropriate, whether they have continued membership or not.