

Bath City Supporters Society Committee roles

The roles of Society Officers and leads are summarised below. In some cases, these could be altered or shared between individuals if this is the most practical solution. Committee members are also involved in working groups and/or on specific pieces of work (eg strategy and business planning) as agreed.

All members of the Society Committee are responsible for making sure that the Society operates effectively, responds to the membership and makes a positive contribution to the Club. They are expected to attend all meetings where possible, to make practical contributions, to adhere to decisions made and to adhere to the values and objectives of the Society.

Chair

The Chair provides overall leadership for the Society and is the key link with the Club Chair and the Club Board. The Chair represents the Society at Club Board meetings and ensures good communication and relationships between the Club Board and Society Committee. Although the Chair is responsible for the Committee overall, they call upon others for practical support as necessary. In particular, the Chair, Vice Chair and Secretary work closely together to ensure that the Society operates in an effective and professional way.

Specific roles of the Chair include:

- Regular liaison and maintaining good working relationship with the Club Chair
- Attend Club Board meetings
- Chair Society Committee meetings, Society general meetings and joint Club Board/ Society Committee meetings (the latter alternately with the Club Chair)
- Set Committee meeting agendas in liaison with the Secretary
- Ensure that all Committee roles are filled and that all Committee members contribute to the work of the Society.
- Ensure that decisions taken at the Committee are acted upon
- Ensure that Committee members receive training or other support needed to carry out their roles
- Work with the Committee to identify clear priorities and a realistic programme of work.
- Send members regular updates on Society activities, supported by the Secretary and Engagement/Comms lead
- Ensure that the Society operates within relevant rules/constitution with the support of the Secretary
- Represent the Society externally and promote the Society in the wider community.
- Signatory for Society financial expenditure

Vice Chair

The Vice Chair supports the Chair across all of their duties, deputising for the Chair as required.

Secretary

The Secretary keeps the Society running on a day to day basis, ensuring that it is well-organised and liaising closely with the Chair & Vice Chair. Specific roles include:

- Draw up draft agendas for Committee meetings for agreement by the Chair and sending out agendas and papers to Committee members (and to the membership for General Meetings)
- Write and circulate minutes of Committee meetings
- Support the Engagement/Comms lead in drafting regular updates on Society activities for the Chair to circulate
- Maintain a watchful eye on the Committee email account, answering emails or ensuring that they are answered by the appropriate person.
- Ensure that post is dealt with appropriately
- Keep the Society's records (eg Google Drive) up to date
- Maintain the Society's membership of external bodies (eg FSA) as appropriate
- Advise the Chair and other Committee members on the Society's agreed rules/constitution as appropriate
- In conjunction with other Committee members ensure that requirements such as FCA submissions are fulfilled
- Signatory for Society financial expenditure.

Treasurer

The Treasurer is responsible for ensuring that all financial requirements and processes are in good order and for reporting the Society's financial position to the Committee on a regular basis. The Treasurer may be supported in their role by a bookkeeper if this is agreed by the Committee. Key roles include:

- Maintain accurate and up-to-date financial records for the Society
- Maintain Society bank/building society arrangements, reviewing these where necessary
- Ensure that all online and other accounts are in good order and are secure
- Implement and adhere to a financial protocol.
- Produce and monitor an annual budget.
- Report the Society's financial position to the Society Committee on a regular basis and advise of financial constraints, obligations and opportunities.
- In conjunction with other Committee members ensure that funds are spent appropriately.
- Responsible for the collection and depositing of all fees, subscriptions and funds.
- Prepare and issue receipts for monies received.
- Responsible for the payment of any bills incurred.
- Ensure all Society insurance commitments are understood and acted upon.
- Ensure that annual accounts are prepared in a timely manner and are reported to the AGM.
- Prepare required information for the auditors and the FCA in a timely manner
- Deal with finance related correspondence.
- Manage debtors and ensure the Committee has good records of debtors and creditors.
- Maintain a record of the Society's shareholding in the Club and deal with any queries from community shareholders
- Liaise with the Membership Secretary to ensure that they have the necessary information on membership subscriptions paid. This includes directly accessing the online membership system to update payment records (for those who do not pay directly through Membermojo)
- Liaise with the 100 Club lead to notify them of subscriptions received (particularly of any people starting, changing or stopping their subscriptions)
- Pay out prize money for the 100 Club on a monthly basis.
- Signatory for all Society financial expenditure.

Membership Secretary

The membership Secretary operates the online membership system and is the first port of call for all membership issues. Key roles include:

- Maintain an up to date members register, adding, deleting or updating member records as appropriate
- Ensure that the system sends appropriate reminder, renewal confirmation or termination emails as required
- Liaise with offline members to ensure that their membership is processed correctly.
- Check with the Treasurer to ensure that the requisite monthly or annual payments have been received (where these are not automatically logged by Membermojo) and liaise with new members if there are any problems.
- Update the community share register when notified of changes in address/ email address etc
- Collaborate with other members of the Committee to promote membership to all BCFC supporters and to the wider community.

Engagement and Communication lead

The engagement and communication lead ensures that all members are up to date with Society activities and have opportunities to engage with the Society on key issues. They also have a wider role in raising awareness of the Society.

- Maintain and updating the Society website including posting minutes of Committee meetings (edited where appropriate) and other news/updates
- Maintain the Society's social media accounts and using them to communicate society activities
- Draft regular email newsletters to Society members to keep them informed of (and engaged with) Society activity, in collaboration with the Chair and Secretary.
- Work with other Committee members to ensure good member engagement where specific issues require consultation with the membership.
- Seek opportunities to attract new members and to communicate the Society's role and activities to supporters and the wider community.

100 Club lead

The 100 Club raises funds for the Society. The Committee recently agreed that it should be reviewed and the lead should therefore advise the Committee of any changes needed. Key activities currently include:

- Ensure that the draw is carried out monthly and the results are notified to members
- Liaise with the Treasurer to ensure that relevant subscriptions have been received and prize payments made
- Promoting the 100 Club.

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