

Roles of Council members

DRAFT

President

- chair meetings of Council etc
- represent AAB at outside events (IOB etc)
- arrange that consultation responses to outside requests are made
- encourage and support the other Officers and office staff in their work and in moving the Association forwards
- be where the buck stops (e.g. office)
- supervise annual job evaluation and re-grading scheme

President Elect

- understudy the President and, whilst so doing, to do all that is required to establish *ante-hoc* a programme of activities appropriate to the forthcoming Presidency
- co-signatory for the annual job evaluation for Executive Officer

Treasurer

- ultimate supervision of accounts & preparation of formal accounts
- dealing with Inland Revenue & Customs & Excise on non-routine matters
- asset management matters including dealing with investment managers
- preparation of budgets
- various financial matters such as dealing with pensions and salaries. These are mainly clerical or liaison activities.

General Secretary

- make returns to charity commissioners by October for the previous year
- advise Council regarding rules of the Association to ensure we operate within our constitution
- with the Executive Officer, prepare Annual Report and arrange AGM
- prepare agendas and minutes for Council and AGM (and Executive) meetings
- answer correspondence on behalf of the Association
- conduct the annual job evaluation for Executive Officer

Programme Secretary

- responsibility to Council for planning and sequencing the annual programme of conferences; preparing a list of conferences for distribution to members and external bodies.
- chairing the Convenors' Group which discusses proposals for meetings, reaching recommendations for approval by Council.
- as part of these recommendations for approval, to prepare lists of funding allocated to specific conferences from the Overseas Speakers Fund.
- to consider requests for *Aspects* or other forms of output (e.g. abstracts or special issues of Annals) from conferences, for confirmation by the Publications Committee or Editorial Board of Annals. (It is important that the publication format is considered at the same time as the meeting itself is discussed.)

- through the Convenors' Group, liaising with Convenors for collation of views and responses on other issues relevant to AAB, for further consideration at Council.
- to advise Council on matters relating to conferences and meetings
- to liaise with the AAB Office on matters relating to meetings, particularly in relation to the planning of office workloads
- through the Strategy Group, to contribute to the development of strategies for the promotion and growth of the Association.
- to act as a spokesperson on behalf of the Association in relation to programme matters.
- to undertake any other duties required of a Trustee of the Association.

Office

- Produce Newsletter twice a year
- develop the AAB website
- undertake tasks as agreed and directed by Council

Convenors

- convene meetings of their Specialist Group and stimulate ideas for conferences and meetings
- encourage other members of the group to provide input to other conferences if required
- channel information from group to Council and Conference Organizers as appropriate
- provide feedback from Council to group and vice versa.

Meetings Treasurer

- check proposed budgets for each meeting and suggest amendments to try and ensure that meetings break even or make a small profit
- encourage conference organisers and AAB office to provide timely post-meeting figures to Council for information and comment

Chairman of the Editorial Boards

Key Point: I see council members determining the Policy whilst Carol and her team deliver.

- chair BoE and Steering Group meetings.
- strategic planning for *Annals of Applied Biology* (including but not confined to: contents, special issues, production schedules, electronic production etc)
- deal with correspondence particularly rejections and disputes (usually thro' Lucy and Carol)
- liaise with Convenors

Additional tasks for Chairman of the Editorial Boards

- work within additional *ad hoc* working subgroups as required.
- develop *Plant Biotechnology Journal* with SEB and Blackwells.

Membership Officer

- liaise with office and Council on membership matters
- to encourage higher membership via conferences and marketing by office

Alf Keys

11 February 2005