2005-012
11 February 2005

Roles of AAB Council Members (by task area)
DRAFT

AGMs

arrange venue – office
arrange agenda – Gen Sec
prepare financial report – Hon Treas
prepare activity reports – all Council, collated by Exec Officer
chair meeting – President
prepare minutes – Gen Sec

Meetings of Council (all bar AGM, Convenors and Specialist Groups)

arrange venue and accommodation – office
arrange agenda – Gen Sec
prepare reports (all members)
circulate papers - office
chair meeting – President
prepare minutes – Gen Sec
attend – Council members, Exec Officer

Meetings of Convenors

arrange venue and accommodation – office
arrange agenda – Prog Sec
prepare reports (all members)
circulate papers - office
chair meeting – Prog Sec
prepare minutes – Exec Officer
attend – Convenors, Exec Officer or Ed Assist
arrange detailed discussion of important issues and collate views and responses for presentation to full Council – Prog Sec

Meetings of Specialist Groups

arrange venue – relevant Convenor
arrange agenda – relevant Convenor
circulate papers – relevant Convenor
chair meeting – relevant Convenor
prepare minutes – relevant Convenor (usually delegated to one of group)
attend – group members and, if required member of Office Staff
channel information from Group to Council – relevant Convenor
channel information from Group to Convenor's meeting – relevant Convenor
channel information from Council to Group – relevant Convenor
channel information from Convenor's meeting to Group – relevant Convenor

Meeting of Strategy Group

arrange venue – office
arrange agenda – President
chair meeting – President

prepare notes of meeting – Exec Officer or General Secretary
present summary of meeting to Council – President
membership – President, Pres Elect, Hon Treas, Chairman of Editorial Boards, Prog Sec, Newsletter Ed
attendance – Exec Officer

Promotion of AAB
at IOB – President and others
at conferences – office and members of Council

Consultations
prepare response – President and others

Collaboration with other organisations
BCPC – Entomology Convenor

Correspondence
administration related – Exec Officer or Exec Sec
on behalf of Council – Gen Sec

Responsibility
office staff – Exec Officer
all office staff – Council
actions of Council – all, with President as final stop

Staff evaluations
office staff – RIC & LJH -Exec Officer; MK & BJL – Exec Sec
Exec Officer – Gen Sec
countersignatories;
BL – Hon Treas/Exec Officer
MK – Prog Sec/Exec Officer ,
LH – Chairman of the Editorial Boards,
Exec Sec – Hon Treas
Exec Officer – Pres Elect
final arbitor – President

Primary regrading panel – Hon Treas, Prog Sec Chair of the Editorial Boards Exec Officer
Regrading appeals panel – President Elect, President, Gen Sec
Liaison Officer for office – Gen Sec.

Finances
prepare formal accounts – Hon Treas supply financial information to Exec Sec.& Exec Officer
dealing with Inland Revenue and Customs and Excise – Hon Treas /Exec Sec
asset management (including dealing with investment managers) – Hon Treas
prepare budget – Hon Treas/Exec Sec
staff pension payments – Hon Treas
staff salary payments – Hon Treas/Exec Sec
return to Charity Commissioners – Gen Sec/Exec Officer

check proposed budgets for conferences – Meetings Treas

Trustees and Council actions

advise Council regarding rules of Association – Gen Sec
return to Charity Commissioners – Gen Sec
prepare Annual Report – Gen Sec & Exec Officer

Conference programme

produce and stimulate ideas for conferences – Convenors, Specialist Group Members, All
prepare budgets for each conference – Exec Officer, conference organiser
check proposed budgets for each conference – Meetings Treas
prepare post-conference outcomes – Exec Officer, conference organiser
present plans and sequence to Council – Prog Sec
circulate list of conferences to Council – Exec Officer
advertise list of conferences – Exec Officer
recommend to Council allocation of overseas speaker's travel fund – Prog Sec
supervise budget for travel funds – Prog Sec
produce request Aspects – Prog Sec
advise Council on all matters relevant to conferences – Prog Sec
liaise with office on matters relating to meetings – Prog Sec
spokesperson on behalf of AAB on Conference matters – Prog Sec

Publications

publish Annual Report – Exec Officer
publish Aspects – Exec Officer
publish Newsletter – Exec Officer
publish advertising literature (fliers etc) – Exec Officer
obtain quotes for printing and publishing – Exec Officer

Newsletter

produce & prepare Newsletter – Office/member of Council

Annals

strategic planning – Chair of the Editorial Boards/Annals Management group
correspondence and rejections – Chairman of the Editorial Boards and Office
liaise with Convenors re Annals – Chairman of the Editorial Boards

Aspects

supply papers for publication – Conf Org
prepare papers for publication – office
liaise with meetings organisers re publication of Aspects – Exec Officer

Plant Biotechnology Journal

Develop journal. PBJ management group

AAB Website

develop website – Office/Group representatives
place information on website – Office

TAC

Receive papers –Office
Edit for publication – Editor
Prepare for publication and Publish - Office

MBN & DPV

Depends on an interested member to keep these up to date – Exec Officer

Alf Keys
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