

SOSA Committee Roles

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Although different individuals undertake their participation on the SOSA Committee in their own unique ways there are some tasks that need to be undertaken regardless. I have attempted to identify what I see as what those tasks are but welcome input to any items that I have missed.

President

The position of President is usually for 1 year but there have been different terms more recently and in the past.

As head of the Association it is the President's primary role to represent SOSA to the outside world.

With regards to specific responsibilities:

- i. At commencement of the position provide a Presidential Profile for the web site and the Rocket
- ii. Chair SOSA Committee Meetings
- iii. Where possible, attend School functions and old scholar funerals.
- iv. Provide their plans for their Reunion for discussion at the October Committee Meeting
- v. Discuss their Reunion menu requirements and obtain quotes from the School during the autumn.
- vi. Resolve any conflicts between the School and other Committee members.
- vii. Copy the Vice President, General Secretary, Treasurer School Liaison Secretary and Membership Secretary in any communications to/from the School.
- viii. Write to the proposed next Vice President asking them to take up this role following the January Committee Meeting.
- ix. Write to any individuals inviting them to become Honorary Life Members following the January Committee Meeting.
- x. Provide the President's invite, Reunion Menus and the Programme for the Reunion to the IT Co-Ordinator by the beginning of January.
- xi. Chair the June AGM and provide a report to the General Secretary in advance.
- xii. Present the Obituaries and Apologies at the AGM.
- xiii. Present a speech at the Presidential Dinner and provide an electronic copy to the IT Co-Ordinator.

Vice President

The position of Vice President is usually for 1 year but there have been different terms more recently and in the past.

As the next individual to follow the current President it is important that this individual is capable of stepping in if the President is unavailable.

With regards to specific responsibilities:

- i. Where possible, attend School functions and old scholar funerals if the President is unavailable.
- ii. Shadow the President.

General Secretary

The position of General Secretary is for 3 years but there is no reason why this cannot be extended subject to approval by the AGM for further 3-year periods.

The role is essentially the Managing Director of the Association.

The General Secretary should ideally have previous experience on the SOSA Committee.

With regards to specific responsibilities:

- i. Provide the Agenda for and the Minutes of the previous meeting prior to Committee Meetings
- ii. Chair Committee Meetings if the President is unavailable.
- iii. Minute the AGM.
- iv. Provide the IT Co-Ordinator with the AGM Minutes and Committee member details by August.
- v. Co-ordinate suggestions for future Committee nominations in advance of the January Committee Meeting.
- vi. Produce the AGM Agenda and Nomination Forms to the IT Co-Ordinator by the beginning of January.
- vii. Pick up any issues not covered elsewhere.

Treasurer

The position of Treasurer is for 3 years but there is no reason why this cannot be extended subject to approval by the AGM for further 3-year periods.

With regards to specific responsibilities:

- i. Maintain the Associations books throughout the year.
- ii. Sign cheques provided that the General Secretary or President has approved the expenditure.
- iii. Provide a draft budget in advance of the October Committee Meeting.
- iv. Transfer funds between the Current and Savings Accounts in accordance with the principle that annual profits/losses either top up or reduce the Savings account.
- v. Provide bank balance updates in advance of all Committee Meetings.
- vi. Prepare Draft Year End Accounts in advance of the April Committee Meeting.
- vii. Agree and finalise the Year End Accounts with the General Secretary prior to the June Committee Meeting.
- viii. Present the Treasurer's Report at the AGM and provide an electronic version to the School Liaison Secretary immediately following the AGM for inclusion in the Rocket.

Membership Secretary

The position of Membership Secretary is for 3 years but there is no reason why this cannot be extended subject to approval by the AGM for further 3-year periods.

The primary role of the Membership Secretary is to act as an intermediary between the membership and SOSA and promote SOSA aims b and e.

With regards to specific responsibilities:

- i. Obtain from the School the end of year Leavers spreadsheet and provide the IT Co-Ordinator with this for updating to the web site by the October Committee Meeting.
- ii. Monitor the web site for new Registrations on a weekly basis and enable/delete as appropriate.
- iii. Include in the Rocket mailing each December a letter asking for confirmation of member's details and confirmation of their continuing interest in SOSA.
- iv. Remove from the database all those not confirming their interest in SOSA by the beginning of January.
- v. Produce a quarterly eshot newsletter and send to the IT Co-Ordinator for sending.
- vi. Via social media, encourage year group gatherings with financial support from SOSA within the confines of the agreed budget.
- vii. Co-ordinate the June Reunion including arranging for the production of the Invite Mailing in January.

School Liaison Secretary

The position of School Liaison Secretary is for 3 years but there is no reason why this cannot be extended subject to approval by the AGM for further 3-year periods.

The primary role of this individual is to act as an intermediary between the School and SOSA and promote SOSA aims a, c, d and e.

With regards to specific responsibilities:

- i. Co-edit the Rocket with the School during the Autumn for publication in December.
- ii. Provide the IT Co-Ordinator with a pdf of the Rocket for inclusion on the web site.
- iii. Advise the Committee of forthcoming School events and provide the Membership Secretary of these events to include in their Newsletter.
- iv. Via social media broadcast School events.
- v. Co-Ordinate the sending of the Rocket in December.

(This is a new position and so it would be helpful if Harriet, as the proposed individual for this role, expanded on what she sees as specific responsibilities.)

IT Co-Ordinator

This is not currently a formal position as I've been undertaking this role since I re-wrote the SOSA web site some years ago. I'd propose that we make this a specific job or that we outsource it to an appropriate organisation.

With regards to specific responsibilities:

- i. Update the web site with the Presidential Profile, AGM Minutes, new Committee Member details in August.
- ii. Update the web site with the new recent leavers in September.
- iii. Update the web site with the Reunion information in January.

School Committee Representatives

These 2 positions are for 4 years but there is no reason why this cannot be extended, subject to approval by the AGM, for a further single 4-year period.

With regards to specific responsibilities:

- i. Attend School Committee Meetings
- ii. Report on these meetings to SOSA Committee Meetings. (Toby had wanted to take over this role but circumstance have meant that this hasn't been possible recently. Perhaps he, Amanda and Margaret could come up with proposals on-going?)
- iii. Produce a School Committee Report for the AGM and provide an electronic version to the School Liaison Secretary for inclusion in the Rocket following the AGM. (It seems to me that there is an overlap between the Head's Report and the School Committee Reps' report at the AGM. Given that SOSA is now forced to share the Reunion weekend with Sibford General Meeting so taking up Toby's time perhaps he, Amanda and Margaret could come up with some method of ensuring that some sort of report is presented at the AGM?)

Richard Hughes kindly provided Amanda with a more detailed outline of what is involved so maybe she and Margaret could expand on this section.

Ordinary Committee Members

There are 3 of these positions for 3 years but there is no reason why this cannot be extended subject to approval by the AGM for further 3-year periods. The positions are staggered so that one person is elected each year.

In general, individuals in these positions move on to those jobs defined above but not all are interested. There are therefore no specific responsibilities other than attending Committee Meetings and helping where necessary.

However, there are some areas where OCM's are currently helping:

- i. Tom is mowing the Elm
- ii. Tom, Annie and Edd are/should be signatories on SOSA cheques greater than £250.
- iii. Tom, Annie and Edd will be Trustees of the Elm.