

The Red Maids' Society

Brief description of key Committee Roles - 2015

Archivist

The role of the **Archivist** is to maintain secure and accurate archives of all School and Society memorabilia.

It includes sorting and classifying Society and School materials such as written memories, photos, memorabilia, uniforms, dolls etc; creating archive displays for events; maintaining the Society meetings records and archive material from 1906 and all School archive material not held in Bristol Records Office; liaising with school for material for events; corresponding with former Red Maids and members of the public.

Time spent varies from month to month.

10 - 12 hours a month term time, but can be more hours prior to events in Oct and Nov.

Benevolent Secretary

The role of the **Benevolent Secretary** is to keep in touch with members and former staff who are over 80 years old, unwell or infirm.

It includes sending flowers for 80th and 90th birthdays and cards for all other birthdays; get well cards/visits if local; arranging visits to elderly or lonely members in the Bristol area.

Whitson Lunch: an assistant currently makes the Founder's Day Cake and creates floral table centres

Time spent varies from month to month. MS Access and Excel skills needed.

Minutes: Minimum of 4 hours a month, plus additional hours for Cake and Flowers

Chair

The role of the **Chair** is to represent the Society at all events relating to the Red Maids' Society and to further the links between Society and School.

It includes chairing regular committee and annual general meetings; attending year assemblies to promote the Society in school; representing the Society at Dedication Day Tea, Senior Prize-giving, Founder's Weekend, Christmas Fair, Carol Party and QEH Annual Dinner; liaising with Head and Governors; attending RMS/QEH events.

Time spent varies from month to month.

Five committee meetings per year plus assemblies and other events

Vice Chair

Shadowing and / or standing in for Chair

Events Secretary

The role of the **Events Secretary** is currently combined with that of Minutes Secretary, but will become a separate **Events Organiser** role from 2016:

Currently includes liaising with the School and Caterers for the November Whitson Lunch, sending invitations, preparing menus and place cards etc and hosting the day

Events Organiser - new role from 2016

The role of the **Events Organiser** is to plan and manage the AGM in May, Dedication Day Tea in October, Founder' Lunch in November, the Carol Party in December and any special celebrations.

It includes liaising with the School and Caterers for the Whitson Lunch, sending invitations, preparing menus, place cards etc and hosting the day; liaising with School and Caterers for venue booking, menus, preparing appropriate invitation letters for year reunions, booking pianist etc.

Gifts Officer

The role of the Gifts Officer is to be responsible for sourcing, storage and sales of gifts

It includes ensuring sufficient stocks of gifts are well stored; creating displays of gifts at events; responsibility for sales by post and at events, pricing, float etc; organising sales table rota; suggesting new gift ideas and liaising with suppliers/manufacturers

Time spent varies from month to month.

Minimum of 2 hours a month, but can be more before and after events.

Liaison Officer

The role of the **School Liaison Officer** is to act as link between the Society and the School for booking of rooms, events and diary dates for meetings and to ensure smooth running of all events.

It includes booking Society events : AGM, Dedication Day Tea, Whitson Lunch, Craft Fair and Carols; dates for year assemblies; liaising with caterers for booking and refreshments for AGM, Tea and Carols; liaising with caretakers and cleaners for all events; ordering flowers for Prize-giving and Founder's Day; liaising with Year Heads, Chair and Secretary for Q&A sessions, competitions, Leavers events etc. Conducting tours of school at events;

Time spent varies from 2-3 hours per month, with extra hours before and after each event.

Traditionally this role has been held by a former Red Maid who was/ is also a current member of staff.

Current Membership Secretary

The CURRENT role of the **Membership Secretary** is to maintain accurate, up-to-date records of membership; to communicate with members by 'phone, letter, email and occasional visits; to trace lost members; to foster potential new members.

It includes processing new member requests; keeping committee and Development Office up-to-date with changes of membership status; endeavouring to trace lost members; corresponding with members; passing member information to Newsletter Editor; writing reports for newsletters, the AGM and committee meetings; keeping a record of all information passed to database officer and dates sent.

Time spent varies from month to month.

Minimum of eight hours a month, but can often be many more hours at times.

Current Database Officer

The CURRENT role of the **Database Officer** is to maintain accurate, up-to-date records of membership.

It includes processing new member information; keeping other officers and Development Office up-to-date with changes of address or membership status; passing member information to Newsletter Editor; keeping a record of all information passed to secretary and membership secretary and dates sent.

Time spent varies from month to month.

Minimum of two hours per month, but can be more at start of school year.

Membership Secretary - new role from 2016

The NEW role of the **Membership Secretary** will include being the 'public face' of the Society, combining the two roles described above which deal with Membership and the Database.

This will be a key role which will expand over time, starting with maintaining an up-to-date online database of member records; liaising with new members; tracing lost members.

We envisage that the role and hours needed will develop over time to include all of the two roles listed above, including: being main point of contact for members and for enquiries from potential members; writing reports for the AGM and newsletters; creating Junior member certificates; liaising with the committee and the Development Office for the smooth running of the Society.

Excellent PC and MS Office skills essential.

This role will be on a self employed basis, starting with 7 hours a week in term time.

It can be done from home or at Red Maids, where a desk in the Development Office is available on Wednesdays (currently used by the Secretary/Newsletter Editor).

More details can be obtained from the Secretary at redmaidsociety@gmail.com

Minutes Secretary

The role of the **Minutes Secretary** is to liaise with Secretary to organise meetings and maintain accurate minutes

It includes attending all meetings, taking/distributing accurate minutes; preparing AGM minutes in time for July publication of the Summer newsletter. Excellent MS Word and Publisher skills.

Time spent varies, from 2 - 3 hours per month with extra hours for AGM minutes.

Secretary

As the main administrator of the Society, the key role of the **Secretary** is to ensure the smooth running of all aspects of the Society; to act as main link between committee, members and school; to support the Chairman; to book and manage meetings and agendas; to correspond with members.

This includes:

- Preparing meeting agendas
- Planning timetables and running events including:
 - AGM, Tea, Whitson Lunch
 - Q&A and letter / design competition assemblies with year 7 / year 9
- Supporting the Chair, including reminders of duties, official letters & invitations to Head
- Reminding other officers of deadlines for their tasks
- Attending 'Future of the Society' meetings with Head and Governors' meetings
- Replying to all correspondence and being proactive in contacting members:
 - Sending monthly emails with news, school productions and local events
 - Encouraging class reunions linked to events, including personal invitations to "5, 10 and 15 years after leaving" groups for Dedication Day Tea
 - Personal invitations to 40th and 60th birthday groups for Whitson Lunch
 - Encouraging formation of local groups
- Liaising with database officer to ensure database is accurate and up-to-date
- Liaising closely with the Society's Liaison Officer (a member of staff) to plan and book year assemblies and other Society/School events
- Liaising closely with the Development Office

Skills needed include Word/Mailmerge, Access and Excel; training given for our online database.

Time spent varies from month to month. Currently around 20 - 30 hours a month, increasing considerably prior to and after events.

NB At the moment, the Secretary, Newsletter Editor and Web Editor roles are combined and have been held by the same person for the last 20 years. It is therefore difficult to estimate how much time is spent on purely secretarial duties when, for instance, the same piece of correspondence may be related to reunions or tracing lost friends but will also be an item for the newsletter and may involve updating membership.

In an ideal world, we would like to see the Newsletter Editor and Web Editor roles eventually combined. A new Secretary's role (full time and paid) would include Database, Membership, Administration and Correspondence.

Newsletter Editor

The role of the **Newsletter Editor** is to collect and edit news from members and school, create copy, liaise with graphic designer and printers and organise mailing.

It includes liaising closely with Membership Secretary, encouraging members to contribute throughout the year; creating copy for mid May and mid November deadlines; working with graphic designer for layout and proofing and print deadlines; buying stamps and envelopes; preparing labels with MailMerge; ensuring that email lists in Google are always up-to-date; emailing web version of newsletter to members.

Good writing skills needed, including being able to précis contributors' material.

Training will be given for our online database.

Time spent varies from 12 - 20 hours per month, increasing considerably in the weeks prior to publication in January and July.

Treasurer

A vital role in the administration of the Society, the main job of the **Treasurer** is to maintain accurate, up-to-date records of the Society's income and expenditure; to manage the Society's budget; to pay creditors; to prepare accounts for audit. This role includes:

- Keeping up-to-date accounts of all spending and income for the Society
- Keeping a check on bank balances and investments, as well as advising on budgets
- Paying money into bank account, either in person or on line
- Ensuring payments are made to creditors and expenses paid to officers
- Making recommendations to committee regarding placement of funds, investments etc
- Report to committee on balances and income/expenditure at each meeting
- Prepare accounts, balance sheet and report for audit in April prior to the AGM in May

Time spent varies each month, with a minimum of 2 hours per month, and an extra 10 – 15 hours preparing the accounts in March/April for the AGM

Website Editor

The role of the **Website Editor** is currently to maintain an up-to-date website: rmsociety.org.uk It includes working on web pages, and liaising with the Web Master.

Time spent varies from month to month with a minimum of 2 hours per month.

*This role is due to be expanded into that of **Media Secretary**, with added responsibility for social media sites and liaison with the Development Office for publicity of events.*

Committee members attend all meetings and events where possible.

**APART FROM THE DATABASE OFFICER, ALL THESE ROLES ARE VOLUNTARY POSITIONS
AND IDEALLY WOULD SUIT A FORMER RED MAID OR SOMEONE WITH
AN AFFINITY WITH THE SCHOOL**