



## Officers Job Descriptions

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### Post of secretary:

- Write up minutes of meetings and ensure they are sent to Council (by email) within one week of the meeting.
- Re-send the minutes of the previous council meeting, an agenda (in consultation with the President) and officer reports the week before the council meeting.
- Remind Officers (14-10 days before meeting) to produce their reports
- Book sandwich lunch (for 20 people) one week before with the Linnean Society (if meeting being held there).
- Whenever writing up minutes make a list of action points and ensure that they are completed (contact council members to remind them).
- Every autumn book the Council Room for meetings for the following year (January, March, July and October)
- Book the Meeting Room and Library for the Summer Sir Julian Huxley talk and the AGM/AGM talk
- Two weeks before SJH and AGM book nibbles and wine with Linnean Society (usually 80 people).
- In November collate names of new proposed members of Council

- After AGM, contact such new members, and give date of first meeting of the year, explaining method for reclaiming travel costs, and that a sandwich lunch is available before meetings. Also ask them to send mini-biographies to the webmaster.
- After AGM contact ALL Council (Officers and Members) with dates of meetings for the following year
- After AGM, email ALL council with a list of postal and email addresses of the Council, plus dates of when they retire

### Post of grants and awards secretary:

The grant and awards secretariat is currently a shared chair. One person coordinates the application, referee/selection, and notification processes in connection with the Systematics Research Fund (SRF) which gives awards jointly with the Linnean Society once a year. The call usually opens in October/November with a January/February deadline the following year. The selection process lasts about three months, and notification usually happens in May. The co-chair coordinates the similar processes for the SynTax grants which are funded by the BBSRC and also happen once a year. Prior to the biennial Systematic Association conferences, the chairs award student conference bursaries and awards for best poster and oral presentations.

### Post of programme secretary:

The Programme Secretary is responsible for organising the scientific programme of the society.

1. The Sir Julian Huxley lecture in June and the President's lecture after the AGM in December.

- Approx once per year, compile list of nominations for speakers, and hold ballot among Council to rank these, followed by discussion in council to confirm nominees.
- Invite speakers on behalf of council.
- Liaise with speakers to arrange title and abstract. Book accommodation if required.
- Promote the talks. This involves cutting-and-pasting together a 'poster' and sending this to council, and to a few other people at various institutions around London. E-mails to evoldir, taxacom, and systass-news, CEE and Lin. Soc. event lists. Ask Webmaster to list events on website (this is normally done automatically, anyway).
- Invite council to dinner with speaker, book table.

- Usually meet speaker and ‘host’ them, unless one of councillors knows speaker well.
- The Secretary deals with booking Linn Soc room and arranging reception afterwards
- The President’s lecture is given by the President of the SA after the AGM of their last year in post.

## 2. The biodiversity policy lecture.

This is organised by the Lin. Soc. The SA council is invited to suggest speakers and the subsequent list is voted on by council. This is then submitted to the Lin.Soc. and the President’s of each society agree a speaker.

## 3. Meeting Support

Read through application and check it meets the SA criteria then circulate it to the programme’s subcommittee (this is composed of both council and non council members and should have people with a wide range of Systematic interest). The subcommittee composition should be reviewed every few years. The cleared applications and the subcommittee’s comments are then presented to council who vote to support or decline the applications. Collate information about sponsored meetings e.g. how many people attended, from where, a copy of the program. This information should be included in the AGM report. Organisers should be reminded that they are asked to provide a report for the SA newsletter.

5. Beyond approving the symposia, the Programme secretary traditionally has no role in the biennial.

## Post of treasurer:

The Treasurer's role includes conducting and recording all financial transactions, advising on monetary issues, acting as the principle contact for the charities commission, banks and other financial investment firms, and assisting in organisation of biennial meetings. The Treasurer maintains spreadsheets as well as paper copies of transactions for the purposes of annual assessment by a qualified examiner. Quarterly reports include up-to-date account balances, breakdown of income and expenditure, tracking of investments, summarising of principle transactions and notification of future financial commitments.

## Post of newsletter editor:

*The Systematist* is published on average twice a year. It has its own ISSN number and is produced both in hard copy and in pdf format on the association’s website. *The*

*Systematist* contains a variety of copy, including topical invited essays, book reviews, meeting and research reports, and interviews with notable systematists. It also publicizes the association's activities, events, and publications. The editor is responsible for soliciting copy, preparing the newsletter with desktop publishing software, having it printed at a professional printer, and providing assistance in mailing it out to our members.

## Post of editor-in-chief:

The Editor-in-Chiefs overall role is to deal with all matters relating to all Systematics Association publications except the Newsletter.

The Association does not have a journal. Instead, its main publication output is the Special Volume Series published by Cambridge University Press since 2011. Most Special Volumes originate from symposia that are partly funded by the Association. CUP will also consider publishing with the Association textbooks rather than the usual multi-author volumes.

### Main tasks:

- Solicit, encourage and facilitate the writing and submission of proposals for new Special Volumes and books.
- Sign contracts between the Association, CUP and editors of accepted book proposals.
- Liase between editors and CUP, where necessary, during the writing and production of Association publications.
- Field requests for permission to use copyrighted material in previous Association publications.
- Field requests from publishers of previous Association publications to convert them to e-books.
- Occasionally communicate with the Association's publishers to request prizes and/or sponsorship of Association events.
- Manage documents relating to the Editor's role.
- Report on progress of the Associations' publications and all other Editorial matters to the Association Council quarterly meetings and AGM.

## Post of webmaster:

The Webmaster is responsible to the update and maintenance of the Systematics Association website ensuring that it is regularly backed up and monitored for security breaches. Webmaster duties typically will include editorial responsibility for the content, quality and style of the site, in collaboration with the President, Officers and

Council who supply the content. The webmaster should be competent in using HTML, CSS and other scripting languages like JavaScript, PHP and Perl; in addition they should have good knowledge of configuring web servers and managing the server supplied by the web hosting company. The Webmaster gives regular reports to Council including visitor metrics and updates to the site.

In addition the Webmaster shares responsibility with the Secretary and Membership Officer for the upkeep of the mailing lists operated by the Systematics Association ensuring that these are kept up to date.

### Post of membership secretary:

- To maintain the Access membership database by adding/removing members, updating contact details and keeping a record of payments.
- To periodically check the membership email and deal with email correspondence.
- To contact members when subscriptions are due.
- To update the database with details of standing orders payments received in June, and to liaise with the treasurer with regards ad-hoc payments from members.
- To keep a record of gift aid forms and to submit a total to the treasurer for reclaiming gift aid monies at not less than 2 yearly intervals.
- To liaise with the editor of the Systematist with regards to current membership totals and to provide printed address labels for mailing of the Systematist.
- To liaise with the webmaster regarding the on-line payment system.
- To send mailouts to members when needed (e.g. ballot forms for electing new Presidents).
- To provide a written report for council meetings on the current status of the Society's members and to attend council meetings.
- To provide an annual report for the AGM.

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