

CM	The Geological Society of London REGULATIONS	Number : R/G/4 Issue : 3 Date : 26/06/13 Page : 1 of 3
	OFFICERS	Approval Authority COUNCIL

OBJECTIVE

To ensure that the duties and responsibilities of the Fellows elected as Officers of the Society are defined.

SCOPE

This Regulation defines the duties and responsibilities of the Officers of the Society, namely the President, Vice-Presidents, Secretary/ies, and Treasurer.

RELATED REGULATIONS

Reference should be made to the following related Regulations

- Regulation R/G/5: Titles of Secretaries
- Regulation R/G/7: Standing Committees of Council
- Regulation R/G/9: Elections Committee
- Regulation R/G/10: Election of Council Members and Officers

RESPONSIBILITIES OF OFFICERS

1.1 President

The President for the succeeding year shall be elected by ballot at the Annual General Meeting in accordance with the Bye-laws, normally serve for two years, and then retire from the Presidency and from Council.

The President shall chair Council and all General Meetings, and shall be a member of all Standing Committees.

The President shall be responsible to the Fellows for the proper conduct of the Society's business and shall ensure that

- (i) the provisions of the Charter and Bye-laws of the Society are maintained;
- (ii) the activities of the Society are consistent with its charitable status;
- (iii) all Officers and members of Council and of Standing Committees perform the duties assigned to them properly;
- (iv) reports and accounts are called for from Standing Committees, Scientific Committees, Temporary Committees, Working Groups, Specialist Groups, Regional Groups and staff;
- (v) Special Meetings of Council and of Committees are called when necessary; and
- (vi) appropriate measures are proposed to Council for the good management of the Society.

The President, when prevented from giving full attention to the current business of the Society, shall provide timely notice to a Vice-President in order that the responsibilities normally undertaken by the President are discharged.

1.2 Vice-Presidents

No more than four Vice-Presidents shall be nominated by the President from the members of Council for the succeeding year in consultation with other Officers and Council. Vice-Presidents shall be elected by ballot at an Annual General Meeting (Regulation R/G/10).

A Vice-President shall normally chair Council or other meetings when the President is absent, or when the President is unable to give full attention to the current business of the Society.

1.3 Secretaries

Nomination of Secretary/ies for the succeeding year shall be made to Council by the Elections Committee (Regulation R/G/9).

The Secretary/ies shall normally serve for three years but may serve for a maximum of six years (Regulation R/G/10).

The Secretary/ies shall be elected by ballot, from the members of Council for the succeeding year, at the Annual General Meeting (Regulation R/G/10).

The Secretary/ies to Council are responsible for the general supervision of the affairs of the Society and shall attend General Meetings, Council and relevant Standing Committee meetings and ensure that:

- (i) Minutes of the proceedings of such meetings are taken, are entered in the appropriate Minute Books before the following meeting and are signed at that meeting;
- (ii) signed Minutes of appropriate meetings are placed in the Library within good time;
- (iii) all other necessary records in connection with the Society's business are kept; and
- (iv) a policy is established as to which copies of the letters which are written on behalf of the Society or of Council by Officers and staff shall be preserved or can be recoverable from an electronic database.

The Secretary/ies shall be members of all Standing Committees of Council, except the Awards Committee and the Audit Committee.

1.3.1 Secretary, Foreign & External Affairs

The Secretary, Foreign & External Affairs, is responsible for the general supervision of all matters relating to the external and international roles of the Society as Council may require, including liaison with Government and external stakeholders on matters pertaining to geology, and co-ordination of responses to public consultations on matters pertaining to geology or geologists.

The Secretary, Foreign & External Affairs, shall chair the External Relations Committee (Regulation R/G/7).

1.3.2 Secretary (Professional Matters)

The Secretary (Professional Matters) is responsible for the general supervision of all matters relating to the professional activities of the Society as Council may require, including:

- Validation of Fellows as Chartered Geologists and Chartered Scientists;
- Election of Fellows as European Geologists; and
- Continued Professional Development.

The Secretary (Professional Matters) shall be a Chartered Geologist, and shall chair the Professional Committee (Regulation R/G/7).

1.3.3 Secretary (Publications)

The Secretary (Publications) is responsible for the general supervision of all matters related to the publishing activities of the Society as Council may require, including the publication of books and journals in order to:

- Enhance the reputation of the Geological Society; and
- Provide a financial contribution to support the wider aims of the Society.

The Secretary (Publications) shall chair the Publications Management Committee.

1.3.4 Secretary (Science)

The Secretary (Science) is responsible for the general supervision of all matters related to the scientific activities of the Society as Council may require, including:

- ensuring that the scientific output of the Society is maintained at the highest international standards, identifying stimuli, monitoring and rewards, and to encourage the dissemination of the resulting knowledge;
- developing a high quality and relevant portfolio of scientific meetings in London and around the UK; and
- advising on possible future Special Publications/thematic sets, and encourage publications resultant on meetings.

The Secretary (Science) shall chair the Science Committee.

1.4 Treasurer(s)

Nomination for the office of Treasurer for the succeeding year shall be made by the Elections Committee (Regulation R/G/9). More than one nomination may be made for the post of Treasurer on the basis of a job-sharing arrangement.

The Treasurer(s) shall normally serve for three years but may serve for a maximum of six years (Regulation R/G/10).

The Treasurer/s shall be elected by ballot, from the members of Council for the succeeding year, at the Annual General Meeting (Regulation R/G/10).

The Treasurer/s shall generally oversee all matters relating to the finances of the Society and report to Council and the Fellows. The Treasurer/s shall ensure:

- (i) efficient collection of all money due to the Society and that all sums are paid without delay to the Society's Banker and credited to the appropriate account;
- (ii) efficient payment of all money owed by the Society and that all sums are paid without undue delay to the correct authority;
- (iii) meticulous maintenance of the Society's Accounts;
- (iv) submission of all accounts, prepared to meet the requirements of all appropriate external bodies, to the Auditors in good time for the completion of the Annual Report, and at such other times as the Auditors may require;
- (v) proper management of the Society's real estate, investments and funds on deposit;
and
- (vi) that Council conforms as closely as possible to the estimates approved by the Fellows at the preceding Annual General Meeting and that approval is obtained if the estimates are likely to be exceeded by more than 10%.

The Treasurer shall be Deputy Chair of the Finance and Planning Committee. The Treasurer will chair whatever Sub-committees or Panels are necessary to advise on detailed technical matters.

MEETINGS OF OFFICERS

The Officers will meet usually immediately preceding Council to consider confidential or sensitive matters such as those relating to staff. The aims, terms of reference, structure and method of working are attached at Annex A.

OFFICERS

A.1 AIM

To ensure the efficient management of the Society

A.2 TERMS OF REFERENCE

- i. to advise Council on all matters relating to staff including staffing levels, structure, conditions of service, recruitment and remuneration
- ii. to oversee information and communications technology provision and infrastructure
- iii. to oversee management of the Society's premises and other housekeeping matters
- iv. to advise Council on matters of health and safety, and to ensure that the Society adheres to appropriate health and safety standards

A.3 STRUCTURE

The President will chair the meeting of Officers. Membership will consist of all Officers plus the President-designate when applicable. Officers serve throughout their terms of office. The secretariat will be provided by the PA to the Executive Secretary. The Executive Secretary will attend meetings of Officers. Other members of the management team will attend by invitation.

A.4 METHOD OF WORKING

The Officers will usually meet immediately preceding Council to consider confidential or sensitive matters such as those relating to staff. Further business may be conducted by email.