

Avon Beekeepers Association

Guidelines to Roles & Responsibilities of Officers

1. Introduction

The Executive Committee (The Executive”) is elected annually at the AGM of the Association, held on a Saturday in March each year. The Rules of the Association identify the Principal Officers with specific roles and require Branch Delegates to be elected at the AGM of each Branch. Other Officers may be included at the discretion of the Executive. Elected members of the Executive are Trustees under the Charities Act and they are entitled to vote on decisions at Executive meetings.

Principal officers elected at the ABKA AGM	Others officers that may be elected at the ABKA AGM, or appointed by the Executive	Elected at Branch AGMs
Chairman	P R Officer	One delegate per Branch
Hon. Treasurer	Hon. Education Secretary	
Hon. General Secretary	<i>Assistant. Hon. Secretary*</i>	
	<i>Vice Chairman*</i>	
	<i>Publications Officer*</i>	
<i>Offices marked * were left vacant at the Last AGM</i>		

2. President

The President is elected annually at the ABKA AGM and is an ex-officio member of the Executive.

Terms of Reference

1. Chair the AGM and Special Meetings of ABKA.
2. Represent ABKA as requested by the Executive, particularly at events outside ABKA jurisdiction.
3. Support Branch activities at the request of Branches or the Executive.

3. Executive Chairman ***Terms of Reference***

1. Chair all meetings of the Executive.
2. Ensure that committee and any special executive meetings are conducted in an orderly manner and complete their allotted business.
3. Ensure that the Executive take full account of the expressed wishes of the Branches and membership.
4. Use the casting vote to break a dead lock on any vote of the Executive.

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5. Ensure that all Officers are aware of their responsibilities and meet agreed commitments.
6. Represent ABKA at Branch and other local meetings, as requested.
7. Represent ABKA at special meetings of BBKA and other beekeeping authorities, as required.
8. Deputise for any Officer of ABKA who is unable to fulfil their duties.
9. Consult the Executive and establish their nominations for all Executive positions that will be the subject of a vote at the AGM.

4. Vice-Chairman *Terms of Reference*

1. Support and deputise for the Chairman as agreed.
2. When deputising for the Chairman have the casting vote.
3. Generally assist the Chairman in his duties.
4. Maintain this "Guidelines to Roles & Responsibilities of Officers" document.

5. Branch Delegate *Terms of Reference*

1. Attend ABKA meetings when possible or delegate another Branch member to attend.
2. Send apologies if no one can attend.
3. Report to the Branch on discussions and decisions made at the Executive.
4. Report on the Branch to each Executive meeting.
5. Relate Branch views to the Executive and press for actions in support of the Branch.
6. Actively participate in all discussions and to represent the view of the Branch.
7. Liaise with ABKA Executive on any item of concern to the Branch.
8. Participate in working groups and sub-committees as required by the Executive.

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6. Honorary General Secretary *Terms of Reference*

1. Act as point of contact/liaison for ABKA with BBKA, other organisations associated with beekeeping and the general public seeking information on beekeeping matters.
2. Undertake day-to-day handling and action of general queries and correspondence for ABKA.
3. Disseminate information on beekeeping matters to the five Branch organisations of ABKA.
4. Ensure all new members of the Executive are issued with a copy of Executive Standing Orders including these Guidelines.
5. Interpret and advise on the rules of ABKA.
6. Ensure that ABKA AGM is planned and arranged by the hosting ABKA Branch. Each ABKA Branch has the responsibility of hosting the AGM in strict rotation.
7. Ensure that the AGM agenda is agreed at the January Executive meeting and that Accounts and Officers Reports (if any) are available for circulation to members.
8. Ensure that a Newsletter containing the AGM Agenda and Reports and Accounts is despatched in time to be received by post by members at least two weeks before the AGM.
9. Plan and arrange Executive meetings during the third week of January, May and October. The agenda is to be agreed with the Chairman usually a month prior to the meeting.
10. Prepare a report, for circulation, prior to each Executive meeting.
11. Ensure that two weeks prior to Executive meetings inputs and reports are received and attendees receive the Agenda, Officers' reports and associated papers at least a fortnight prior to the meeting by e-mail or post.
12. Record the proceedings of the AGM and Executive meetings in minutes which at the following meeting are approved by the attendees and signed as a true record by either the President at the AGM or the Chairman at an Executive meeting.
13. Arrange, within 28 days of a written request that complies with ABKA rules, a Special General Meeting. Ensure that the agenda is with each member 14 days prior to the meeting.
14. Agree an equitable work share of the tasks with the Assistant Hon. General Secretary and liaise with the Assistant Hon. General Secretary to provide cover for periods of absence.

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7. Assistant Honorary General Secretary *Terms of Reference*

At the request of the Hon. General Secretary:

1. Support and deputise for the Honorary General Secretary as agreed.
2. Plan all ABKA meetings in association with the Honorary General Secretary.
3. Produce the agenda for all ABKA meetings to meet the need of the Executive in conjunction with the Hon. General Secretary and the Chairman.
4. Produce and circulate the pack of papers for each Executive meeting and provide the AGM papers to the Publications Officer for circulation with the February Newsletter.
5. Record the proceedings of the Executive and other ABKA meetings in minutes.

8. Honorary Treasurer *Terms of Reference*

1. Maintain the record of ABKA's central receipts and payments.
2. Collect from the Branches capitation for ABKA, BBKA and BDI.
3. Pay BBKA and BDI when due.
4. Prepare tax claims under the Covenant payment scheme. Distribute receipts to Branches.
5. Prepare a report, including details of payments made or due , for each Executive meeting.
6. Prepare 'Executive' Accounts and 'Combined Branches and Executive' Accounts, and secure an independent examination under the Charities Act.
7. Prepare annual budgets for the Executive's activities.
8. Pay Public Liability Insurance premiums and retain Certificates and Policies in safe custody.
9. Pay invoices through the year for items such as affiliation fees, printing costs, hire of Halls, AGM and lecture expenses.
10. Act as reporting liaison with the Charity Commissioners and complete the statutory returns.
11. Act as reporting liaison for changes in BBKA membership between branches and BBKA.

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9. Honorary Education Officer *Terms of Reference*

9.1 *Association Library*

1. Maintain a record of library books held centrally or by branches, that are available for members to loan for a small charge, and taken to Branch and ABKA meetings as requested.
2. Encourage the loan of books free of charge to members to support their exam studies.
3. Purchase or accept new books, leaflets, videos, charts, slides etc. for the library to keep the library as up to date as possible within the constraints of funding set by the Executive.
4. Check that branches have conducted an annual review to collect fees and recover outstanding books on loan to members.
5. Keep library payment and receipt records and provide an annual summary to the Treasurer.

9.2 *Local Examinations*

1. Maintain a link between the BBKA Examinations Board and ABKA and distribute information on the dates, timing and content of beekeeping examinations.
2. Advise ABKA members on the examination requirements and possible means of study and preparation.
3. Receive and pass on, applications by ABKA members to take any BBKA examination.
4. Liaise with ABKA members and examiners, as appropriate, to select and organise an appropriate location for Basic and other examinations.
5. Receive the results of examination of ABKA members and advise them accordingly and to arrange for the presentation of ***Certificates at appropriate ABKA meetings.***

9.3 *Education Support*

1. Report at each Executive meeting on all relevant education activities and act on behalf of the Executive in pursuing educational issues of concern to the Executive.
2. Receive information from IBRA about events and distribute this to ABKA as appropriate.
3. Maintain the Education elements of ABKA Handbook as appropriate.
4. Advise the Executive of means to improve the overall knowledge of beekeeping in ABKA.

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10. Public Relations Officer *Terms of Reference*

1. Report to each Executive meeting.
2. Bring flair and style to the Executive.
3. Actively publicise ABKA and BBKA.
4. Encourage media interest in beekeeping.
5. Aid Branches or members to advertise activities by design and issue of leaflets, posters etc.
6. Act as a source of information for the general public about beekeeping, especially swarm collection.
7. Supply articles to the press about beekeeping and beekeeping events.
8. Act as a local point of contact for BBKA's nation-wide media events.
9. Ensure local points of reference exist throughout the ABKA area to provide information to the general public. Maintain the Directory Section of ABKA Handbook.
10. Maintain the directory of Services and contacts for benefit of members.

11. ADM Delegate *Terms of Reference*

1. Represent the ABKA at the BBKA Annual Delegates meeting ("ADM") each year.
2. Report to the Executive and ABKA AGM, the outcome of the BBKA Annual Delegates Meeting and advice on motions accepted.
3. Maintain links with the BBKA and other Associations and thereby help the Executive formulate local policy and actions.
4. Act on behalf of ABKA in voting for BBKA nominees for post on the BBKA executive and committees.
5. The Executive has agreed that the ADM delegate may vote at variance to the expressed will of ABKA if the delegate believes that evidence presented should change any decisions reached through debate at an ABKA Executive Meeting.
6. Present any motions from ABKA to the ADM meeting of BBKA and advocate their adoption.

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12. SWCJCC Delegate *Terms of Reference*

1. Represent the views of the Executive to the South West Counties Joint Consultative Committee (SWCJCC).
2. Report on the issues debated at the SWCJCC to provide the Executive with an insight into the general approach to beekeeping matters in the South West.
3. Provide ABKA input to the SWCJCC when discussing ADM motions and other items of general interest.

13. Publications Editor *Terms of Reference*

1. Report to each Executive meeting.
2. Ensure the production of Newsletters requested by the Executive for ABKA members within an agreed budget.
3. Produce additional copies as required for potential new Branch members, other Associations that may request copies and to Archive.
4. Nominate Association members to take responsibility for production and maintenance of sections in ABKA Handbook that do not have a natural 'owner'.
5. Ensure the maintenance of the ABKA Handbook by arranging revisions and updates as approved by the Executive.
6. Manage the production of articles, leaflets, fly sheets and other printed matter required by ABKA Executive and Officers and advise Branches when requested on producing printed information at lowest cost

14. Bee Craft Shares Trustees (Two ABKA Members)

Terms of Reference

1. Act as the nominee holder of the shares on behalf of ABKA.
2. Attend the Bee Craft Ltd AGM and vote on behalf of ABKA.
3. Attend meetings called by Bee Craft Ltd and express the views of ABKA.
4. Report to the Executive on issues debated at the Bee Craft Ltd AGM and other meetings.