

## Description of Current Divisional Posts

### President:

- Figurehead for Division: give general advice and guidance.
- Promote Division & Beekeeping outside the Division.
- Formulate & Support Divisional objectives & activities.

### Chairman:

- Spokesperson for the Division.
- Chair Committee & Divisional Meetings.
- Give general advice, guidance, and mediation.
- Ensure Divisional business conducted constitutionally & legally.
- Formulate & Support Divisional objectives & activities.

### Vice Chairman:

- Attend Committee Meetings.
- Deputise for Chairman where necessary.
- Formulate & Support Divisional objectives & activities.

### Secretary:

- Arrange Committee Meetings
- Take minutes, or arrange taking of minutes, of committee meetings.
- Produce, or arrange for production of, monthly newsletter.
- Handle Divisional Correspondence
- Principal Contact for Division.
- Formulate & Support Divisional objectives & activities.

### Programme Secretary: Currently covered by Secretary

- Responsible for arranging annual programme, contacting speakers etc.
- Produce report of previous meeting for monthly newsletter.
- Formulate & support Divisional objectives & activities.

### Treasurer & Membership Secretary:

- Attend Committee Meetings.
- In charge of Divisional Accounts.
- Provide an annual set of Independently-Examined Accounts.
- Provide financial reports to Local Committee Meetings.
- Reimburse financial expenses to which Officers are entitled.
- Pay all due bills in good time from Divisional funds.
- Coordinate payments between bank accounts to maintain credit balances & best returns.
- Responsible for the collection of annual subscriptions.
- Responsible for providing BDI Certificates to members as appropriate.
- Keep records of payments to separate funds.
- Responsible for paying EBKA/BBKA capitation fees to EBKA in two instalments (April & September).
- Notification of members & officers to EBKA/BBKA via the EBKA Membership Secretary procedures, including new members & changes during the year.
- Notify New Members Secretary, if not held by Treasurer, of new members as they join.
- Notify Mailing Officer, of new members as they join.
- Handle subscriptions to BeeCraft, provide BeeCraft with members addresses.
- Formulate & Support Divisional objectives & activities.

### **Trustee (Divisional Voting Member):**

- Attend Divisional Committee Meetings.
- EBKA Charity Trustee: attend CEC Meetings.
- Legally responsible for the constitutional running of Division and, with the other Trustees, the EBKA, within the Charity Commission Rules.
- Principal liaison & communication channel between EBKA & Division.
- Formulate & Support Divisional objectives & activities.

### **Spray Liaison:**

- Principal liaison & communication channel between EBKA & Local Farmers.

### **Swarm Control:**

- Principal liaison & communication channel between EBKA & General Public.

### **Training Officer:**

- Principal liaison & communication channel for EBKA Training Coordinator.
- Encourage Harlow's members & Notify EBKA Training Coordinator of members wishing to take exams.

### **Council Liaison:**

- Principal liaison & communication channel for local Council including Biodiversity & Allotment Officers.
- Attend quarterly Biodiversity Meetings.

### **Web Editor:**

- Divisional contact through Divisional Web Site [www.harlowbees.co.uk](http://www.harlowbees.co.uk).
- Update, maintain & progress Divisional Web Site.
- Update, maintain & progress Divisional Google Group Site.
- Update, maintain & progress Divisional Facebook Page.

### **Mailing Officer:**

- Receive updated membership lists from Treasurer/New Members Secretary.
- Print hard copies of any documents which are required to be sent to Divisional members.
- Issue all Divisional members, who choose contact in this way, **hard copy documents** on a monthly basis.
- Issue request & receipts for reimbursement of all costs to Treasurer as necessary.
- Issue all Divisional members, who choose contact in this way, **PDF versions**, of all hard copy documents issued, via email on a monthly basis **currently covered by Secretary**.

### **News Letter:**

- Coordinate all information required & prepare Divisional News Letter on a monthly basis.
- Issue PDF version, sent via email, to Mailing Officer/**currently covered by Secretary**.

## **Show Secretary:**

- Attend Divisional Committee Meetings.
- Coordinate divisional presence at shows & other events as agreed by the committee.
- Coordinate vote for, & presentation & engraving of any Divisional Trophies.
- **Divisional Honey Show:**
  - Overall responsibility for the show.
  - Arrange a judge for the show.
  - Distribute schedules for the show (via mailing officer)
  - Encourage & coordinate entries for to the show.
  - Produce all necessary documents, etc for running the show.
  - Assist the judge at the show.
  - Arrange collection & engraving of trophies, assist in presentation of trophies.
- **Essex County Show:**
  - Divisional Delegate to EBKA Honey Show Committee.
  - Attend show committee meetings.
  - Encourage & coordinate Harlow's member's entries to the show.
- **National Honey Show:**
  - Arrange for Harlow's entries to the show.
  - Encourage & coordinate Harlow's member's entries to the show.