

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 as required.
- 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 & Members 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, 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.
- Update, maintain & progress Divisional web site.
- Update, maintain & progress Divisional Google Group site.
- Issue all Divisional members, who supply an email address, with **PDF electronic versions** of all hard copy documents issued, via email on a monthly basis.

Mailing Officer:

- Receive updated membership lists from Treasurer/New Members Secretary for mailing.
- Print hard copies of any documents which are required to be sent to Divisional members.
- Issue all Divisional members, who choose hard copy contact, **with hard copy documents** on a monthly basis.
- Issue request & receipts for reimbursement of all costs to Treasurer as necessary.

News Letter:

- Coordinate all information required & prepare Divisional News Letter on a monthly basis.

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.