



UKRG COMMITTEE VACANCIES 2018-2020

We would like to invite applications for the following five upcoming vacancies on the Committee:

- Chair
- Events Officer (one of two posts)
- Membership Secretary
- Secretary
- Web Editor

All individual members are welcome to apply, providing at least one year has passed since your last tenure.

Joining the Committee is an excellent opportunity for professional development as it enables you to get involved in a range of activities such as events, policy development, sector advocacy and provides great networking opportunities amongst museum professionals and corporate members. Committee members serving a full term are entitled to a bursary to attend the European Registrars Conference during their tenure or immediately after.

Please see the following role descriptions and existing committee members' highlights for further details.

The deadline for nominations is Friday 22 September.

Please send your nomination for the posts to the Secretary, Katie Robson at kl.robson23@gmail.com. Members are able to nominate themselves. Nominations must be in writing and must include:

- a) the name of the post you would like to apply for
- b) the name of a member willing to second your nomination.

Committee members are able to vote but they cannot second nominations or disclose their voting preferences.

If you have any questions about these roles or serving on the Committee, you are welcome to contact the current committee members in post (contact details at <http://www.ukregistrarsgroup.org/contacts>) or the Secretary. All reasonable expenses for travel to committee meetings will be reimbursed.

UKRG COMMITTEE

Job Descriptions

General

Committee members are expected to attend and actively participate in committee meetings and events throughout the year. There are approximately 5-6 committee meetings and 4 events each year. All reasonable expenses for travelling to these meetings will be paid.

The aim is to have a handover (of all relevant roles) between Committees within four weeks following the AGM.

All Committee members must have their organisation's support to undertake the role and access to a computer from work and/or home to include all Microsoft office applications and email. Access to a printer is desirable.

Committee members are accountable to the membership and must give an annual report on all areas of their responsibility at the AGM.

In the event that Committee members are unable to fulfil their UKRG obligations, the Chair and/or Secretary must be contacted at the earliest opportunity to discuss how best to proceed.

All committee members should commit to the Committee Code of Conduct, which is included at the end of this document.

CHAIR

Purpose

The Chair is the principal representative of the Group. He/She has responsibility for upholding the principles of the Group and its objectives, forging a strategy, leading decisions, improving systems, developing relationships and being accountable to individual and corporate members.

The Chair is ultimately responsible for the good operational and financial organisation of the Group and for the maintenance of its professional integrity.

Main Duties:

- Set the agenda and chair meetings.
- Organise a meeting within four weeks of the AGM to formulate the Group's strategy for the following year
- Lead the decision making process consulting with the Committee where appropriate and to monitor the actions between committee meetings
- Ensure the financial sustainability of the Group
- Be the champion of the Group's visual identity and ensure that the visual identity guidelines are followed in all communications and representations of the Group
- Ensure the Group is kept abreast of developments in the sector
- Consult with the Group and act as its representative at events and at meetings of relevant registrarial interest
- Manage the Group's contribution to consultations initiated by the Government, funding bodies, agencies or other relevant institutions within the industry, as he/she sees appropriate
- Contribute to the e-bulletins and web site
- Mediate any Committee problems/issues.

Input from other committee members: The Chair will request the active participation of the Committee in all areas of responsibility, as appropriate, in order that the Group achieves its set objectives.

Other information:

Some travel (including international) required.

Kathy Richmond on being the Chair:

Chairing UKRG has been a privilege and a joy. The opportunity to give back to an organisation that has supported me throughout my career is something that I have embraced, and it has led to many new and fantastic experiences. Some of the highlights for me have been, working on the EU Exit Impact Statement and collaborating with other organisations and bodies in the sector to lobby government, building on the work of the recently founded European Registrars Initiative to find ways of working together and producing the Courier Training Framework as a result, and finally and most importantly meeting with our many members (both corporate, individual and fellow committee) during the diverse programme of meetings and events.

EVENTS OFFICER (One of two posts)

Purpose

This busy role involves the planning and realisation of three UKRG conference events a year. There are two Events Officers who work together to identify the themes, secure the venues, organise speakers, plan catering and manage the budgets of UKRG events and support the CPD Officer with the planning of the annual CPD event.

Main duties

With one other Events Officer:

- With help of committee, formulate themes and ideas for events.
- Confirm budget for each event with Chair and Treasurer, and ensure the event and associated costs are managed accordingly.
- Scope out, cost and reserve an appropriate venue.
 - Approach committee members and UKRG members to secure venues for free or as cheaply as possible
 - Aim to hold at least one event per year outside London. If necessary, go on a site visit to ensure the venue is suitable
 - Liaise with events and catering staff at venue, confirm set up of room and required equipment.
 - Ensure caterers and venue staff have Treasurer's contact details for contracts / invoices.
 - Identify and approach potential speakers, discussing content of proposed talks to ensure coherence of day and to avoid duplication.
- Plan the event schedule
 - Prepare and provide a 'Save the Date' notice to the Web Editor, to circulate to members once the venue date and theme have been confirmed.
 - Collate the schedule for the event, ensuring that speakers are given suitable time-slots and the flow of the event is coherent.
 - Be the main point of contact for speakers and ensure that they:
 - Provide a title and short abstract for their talk
 - Have all the details of the theme and what members should get out of their talk
 - Provide a PowerPoint presentation well ahead of the event (if they are using one) or let you know if they need any equipment
 - Know how to claim expenses
 - Once the speakers are all confirmed, prepare the itinerary and event details to share with members and add to the website, agree RSVP deadline with Committee and include bursary application details in liaison with the Secretary. Provide to the Web Editor for circulation.
 - Finalise the schedule, including directions and joining instructions, no more than one week before the event, for circulation to delegates via the Web Editor.
- Manage the RSVPs
 - Identify the maximum number of delegates allocating space for committee, speakers, bursary winners and Corporate members (in conjunction with the Corporate and Development Officer who will ensure that corporate members are aware of event and number limits).
 - Respond to each email to confirm places
 - Put together the guest list and share with the Membership Secretary and the Corporate and Development Officer who will check that attendees are current members (the Membership Secretary will provide the guest list and make sticker name badges)

- If event not full, send reminder two weeks before deadline, for circulation by the Web Editor.
- On day of event:
 - Meet with committee beforehand to confirm format of day and roles of individual committee members during the day. Including committee members to take photographs and notes to share content with members who cannot attend.
 - Act as contact for speakers, venue staff, caterers.
 - Ensure catering and equipment supplied as agreed.
 - With rest of committee canvas members for feedback during day.
 - Some facilitation, according to event.
 - Collate feedback after event and at next committee meeting.

Be the main point of contact for members wishing to discuss potential ideas for events.

Input from other committee members:

All Committee members

Contribute to ideas for events, provide details of free event space, assist with delivery of the event according to allocated roles.

Chair

Has overall approval of themes, assists with approaching speakers where suitable, agrees budget for event (with Treasurer)

Web Editor:

Adds event itinerary and notices to the website and e-bulletin as required.

Membership Secretary:

Checks RSVP list to ensure all are current members and provides event guest list and name badges.

Treasurer:

Identifies and agrees event budget (together with Chair). Processes invoices for payment relating to the event.

Corporate Officer:

Ensures that Corporate Members are aware of Corporate delegate number allocations for events.

CPD Officer:

Manages the annual CPD event with support from the Events Officers.

Other information:

This role may involve an element of public speaking.

Sarah Hardy on being the Events Officer:

If you like to be challenged, running multiple projects simultaneously, being incredibly organised and are looking for a creative role in the registrarial world then Events Officer is for you! It is the creative thinking I have had to use to put together the events programme that I have really enjoyed in my time on the committee. Drawing on my personal registrarial experiences and from listening to our members, I have developed themes for events which have explored the role of registrar as project manager, asked what we never knew we never knew and taken an in-depth look at disposal projects our members are involved in. I have also had two years of keeping really up to date with developments in the sector, which has been priceless for my professional development,

as our event topics have covered new legislation on museum acquisitions, ACE's guidance on the conditions precedent and, of course, Brexit. My role on the committee has also been very exciting and allowed me incredible opportunities for professional development. I was able to chair a meeting on the impact of Brexit on lending and borrowing in the EU and am currently sitting on a committee working with the Department for Education to develop and write an apprenticeship standard as an alternative route to the traditional academic one for aspiring registrars. This has meant working with and developing working relationships with industry professionals that will undoubtedly help me in my primary job. A highlight of my tenure was organising the registrar 'booze-cruise' after the summer 2016 event, which got loads of great feedback and paved the way for asking unusual venues to host our events (get excited for AGM 2017...) Events Officer is a demanding, time-consuming role, but a fantastic way to network, get involved with sector-wide registrarial projects and have a lot of fun along the way.

MEMBERSHIP SECRETARY

Purpose

The Membership Secretary is responsible for managing new applications for individual members to the group, as well as producing and circulating renewal invoices. In addition, the Membership Secretary circulates relevant information as and when required on the number of members and renewals process, as well as contributing to the development of the memberships system.

Main duties

- Applications to join the UKRG are initially completed on-line and a notification email is sent to the Membership Secretary who will then process the application and send the new member a welcome email along with the initial membership invoice.
- The Membership Secretary is responsible for notifying members when their membership is due to expire. This should be done before the end of the financial year (31 August). Details are downloaded from the database and renewal emails and invoices sent.
- The Treasurer notifies the Membership Secretary once payment is received, and the Membership Secretary updates the members' details. In December the Membership Secretary downloads details of unpaid subscriptions and emails reminder notices.
- The Membership Secretary is also responsible for responding to enquiries relating to membership which come either directly to them or through the 'Contact Us' feature on the website.

Input from other committee members:

Occasionally the Membership Secretary may have to deal with historic problems of elapsing memberships. He/She has the overall responsibility for keeping the members' list up-to-date and may have to liaise closely with the Treasurer and the Web Officer to this effect.

Flora Fyles on being the Membership Secretary:

Being part of the UKRG committee has been brilliant. It has been a great way to get to know who is who, and where, and see the wide variety of roles that people do across the sector. I've also had the opportunity to support the events and get to know what is involved in the logistics of making an event a success. The role has also been an opportunity to work closely with a wonderful, supportive group of registrars who I wouldn't necessarily get to work with in my day job, and get to hear other people's perspectives on things (both related to UKRG and to the sector more generally). It's also given me the chance to be at the forefront of making a real impact on the sector, such as through our EU Exit Impact Statement. Being able to balance the role alongside my day job also serves as a great example for the 'time management' section of any future job applications! I'm happy to chat with anyone considering the role about what it involves – just drop me a line.

SECRETARY

Purpose

To document committee meetings and the AGM, maintaining continuity from one meeting to the next, recording actions taken or to be taken. Also, to participate in the life of the committee, attending each meeting and contributing to discussions and decisions.

Input from other committee members:

Suggestions for agenda items prior to each meeting, and feedback on actions taken.

Main Duties:

- Minute each committee meeting, or establish who will do this in case of unavoidable absence.
- Circulate minutes in good time, with clear action points where appropriate.
- Chase up other members of committee if actions have not been completed. Keep track of uncompleted actions.
- Request suggestions from committee for agenda items for each meeting.
- Issue agenda for next meeting in good time.
- Administer the bursary process.
- Respond to general enquiries in consultation with the Chair.
- Manage the committee's electronic filing system.
- Manage the election process prior to the AGM: collate role details, write communications and receive votes via email.
- Minute the AGM, and present minutes to next AGM for formal agreement (or pass on to next secretary when standing down).
- Issue new committee members with an induction pack.
- In case of members of committee having to stand down before the end of their term, arrange temporary cover or mid-term elections.

Other Info

This post can be managed during work time as the main workload is ensuring that all minutes and agendas are circulated in good time. At election time there will be a greater proportion of input required in order to collate and document the results.

Arrangements should be made with successor for complete handover of all paperwork and electronic information no later than four weeks after election.

Katie Robson on being the Secretary:

I would really recommend serving on the Committee, the benefits have exceeded my expectations! I've increased my knowledge of issues and debates within the sector and also been able to get involved in these debates. The Secretary role has a fewer number of set tasks than some of the committee roles and so I've enjoyed being able to shape the work of the committee and having the freedom to generate new ideas and implement these. Highlights for me have been working on committee procedures about bursaries and the election process and presenting these to members at the AGM. I have also enjoyed creating a new induction pack for committee members and working on the standardisation of documents. It has been fantastic to work with a great team of people from different institutions and being able to attend the events and meet members and speakers. Receiving a committee member bursary for the European Conference in Vienna was a privilege. If you are interested in applying for this post don't hesitate to contact me if you would like any further information.

WEB EDITOR

Purpose

Responsible for the editorial management of the UKRG website including maintaining the content up-to-date and managing, editing and distributing the monthly e-bulletin and managing the UKRG's presence on social media. Also responsible for implementing the visual identity guidelines in all of the Group's electronic communication forums and for supporting and implementing web content changes where necessary in conjunction with the Web Officer.

Main Duties:

- Solicit articles for the e-bulletin from UKRG members and relevant parties.
- Add articles, news, notices, photos, web links and job adverts to the website and ensure they are linked to the e-bulletin where appropriate.
- Ensure documents are uploaded correctly onto the website.
- Edit content of website, e-bulletin, and text of articles received.
- Distribute e-bulletin to members via e-mail once new edition is ready to issue (normally on a monthly basis).
- Maintaining and updating Social Media outlets (Twitter, Facebook and LinkedIn).

** Please note that there are written instructions for updating the web site and for managing the visual identity of the Group*

- In conjunction with the Chair, respond to 'info' enquiries received through the website.
- In conjunction with the Chair and Web Officer, contribute to decisions on web development, to achieve improved content, layout and access.
- Support other Committee members with responsibility for updating aspects of the website.

Input from other committee members:

All Committee members

Provide ideas for articles, features and events, as appropriate for the next e-bulletin deadline (especially Events Officers).

Chair

Provides items for the 'From the Chair' feature.

Overall approval on web content, particularly external articles and job adverts.

Contribution to decisions on web development.

Shares responsibility for responding to 'info' enquiries received through the website.

Web Officer:

Responsibility for technical and administrative aspects of the website (see Web Officer job description).

Contribution to decisions on web development.

Membership Secretary:

Applications to join UKRG can be completed by members on-line and these applications are emailed directly to the Membership Secretary for processing.

Manages member access, adds and amends details on the membership list as appropriate.

Uses site to download lists of members and members email addresses.

Treasurer:

In conjunction with the Membership Officer, updates members' records on the website when fees have been paid.

Corporate Officer:

Applications to join UKRG can be completed by corporate members on-line and these applications are emailed directly to the Corporate Officer for processing.

Manages Corporate Member access (in conjunction with the Membership Secretary).

Requests and uploads profile information and logo images from Corporate Members.

In conjunction with Web Editor, seeks articles from Corporate Members for inclusion in the 'News' section of the website.

Ellie Siggers on being the Web Editor:

I cannot believe how quickly my two years as the Web Editor on the UKRG committee has gone. Thinking back to when I started in 2015 I have certainly grown in knowledge, confidence and experience. The role of Web Editor not only sends out the monthly e-bulletins, keeping the website up-to-date with fresh content, this includes uploading job adverts, news updates and blogs. In addition I also manage all of the UKRG's social media websites (Facebook, Twitter and LinkedIn). Since starting I have learnt a lot about social media, when best to post something, how to make a post exciting, what might be interesting to 're-tweet' and most importantly how to promote the UKRG, registrar experiences and share knowledge.

As someone who has never worked at a London based museum, being part of the committee has meant that I have been able to attend every London event over the past two years which I don't think would have otherwise have been possible. Before being on the committee, I used to attend events but I would be very shy and only speak to a few people. Since being part of the committee I have found I am much more confident in talking to people at events, this has meant that I have been able to put so many faces to names. Being on the committee has been such a rewarding experience, one that I will not forget and have certainly learnt from. The role of Web Editor is very adaptable, you get back just as much as you give, if you throw yourself into the world of social media the result is that more people learn who the UKRG are and hopefully you might encourage more registrars in the future.

Committee Code of Conduct

Being on the UKRG Committee should be a rewarding, stimulating and enjoyable experience. The ethos of the committee is that it is supportive and inclusive and each member plays an important part in shaping it. The code below provides guidance to ensure that there is a communal agreement from all committee members about how best to support this. Please read this and sign to accept that you agree to abide by this during your tenure. If you have any questions please do not hesitate to contact the Chair or Secretary.

- **Attendance:** please try to attend all committee meetings and as many events as possible. If you are unable to attend please inform the Chair and the Secretary. The Constitution outlines that each Officer is obliged to attend four of the five annual meetings.
- **Confidentiality:** as a committee we should be able to trust that our communication remains confidential amongst us. Resist pressure from colleagues and contacts to share information that has not already been shared with the full membership. If you work with a fellow committee member be careful to ensure that sensitive UKRG business is not freely discussed in the workplace.
- **Participation:** each committee member should feel confident to voice their opinion and constructively challenge. This is what makes the committee a powerful group. There are no silly questions and don't be afraid to ask for clarification. Do play an active role, if you see things that could be improved or have ideas please share them. Please do seek out new members at Events or members who are attending solo to welcome them to the event.
- **Professionalism:** Though the committee is voluntary, members pay to join the UKRG and so expect professionalism from the Committee. Please remember that you represent the Committee in your attendance at all events and in all communication with members.
- **Workload:** keep the Chair updated about your committee work. If you have questions or need support then the Chair should be your first point of contact. If you are struggling to meet deadlines due to short-term pressure, discuss this with the Chair to agree a solution. Some roles may experience peaks of activity but remember that support is available from other committee members or by co-opting new roles where there is a genuine demand. If you are unable to commit to the role for an on-going period you will need to step down from the committee by notifying the Chair and Secretary.