



## UKRG COMMITTEE VACANCIES 2019-2021

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

- Corporate and Development Officer
- Events Officer (one of two posts)
- Professional Development Officer
- Supporting Officer
- Treasurer
- Web Officer

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 7 September 2018.**

Please send your nomination for the posts to the Secretary, Joyce Lau at [joyce.lau.ukrg@gmail.com](mailto:joyce.lau.ukrg@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 photocopier 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.

## **CORPORATE AND DEVELOPMENT OFFICER**

### **Purpose**

Serve as contact person for Corporate Members, keep current members happy and try to find new corporate members. To develop and implement a comprehensive range of marketing and communication activities to raise the profile of the UKRG nationally and internationally.

### **Main duties**

- Liaise with Corporate Members on UKRG issues
- Represent Corporate Members and their interests on UKRG committee and vice versa
- Invite Corporate Members to events, ensure they receive the newsletter as appropriate and any other relevant information by making sure that the Membership Secretary, Events Secretaries etc. have an up to date list of Corporate Members and contact e-mails.
- Cultivate good relationships: this may involve responding to e-mail queries, or phonecalls, gathering feedback, asking them for contribution to events, ideas they would like the Corporate Officer to take to the Committee etc.
- Send out invoices for renewal of membership, and then, upon payment, receipts (they access the membership list via the UKRG website using their membership number and password). The payments are forwarded to the Treasurer for cashing.
- Liaise with Corporate Members at events
- Arrange one Corporate Members' meeting annually, for Corporate Members to have access to a forum of direct communication with the UKRG committee
- The development and implementation of a comprehensive range of marketing and communication activities to raise the profile of the UKRG nationally and internationally.

### **Input from other committee members:**

#### **Other information:**

##### Essential:

- Access to email, as almost all communications between the Committee and with the Corporate Members are via email.
- Ability to attend the majority of committee meetings and events (crucial to attend AGM)

##### Difficulties:

Remember that there may be a conflict of interest with this post - as each of us will in one way or another have dealt with the Corporate Members in their professional capacity or be a potential client for one (or several) of the Corporate Members. Therefore it is important to keep UKRG things separate from work-things i.e. ensure that you make it very clear, whether you have your 'UKRG hat' on or your 'Registrar hat'. If you do this then there should be no problem.

#### **Jenni Fewery on being the Corporate and Development Officer:**

*'Being on the UKRG committee has been a fantastic experience for many reasons. Not only does it provide excellent professional development opportunities, it's a great way to meet new like-minded people and learn from each other. I've really enjoyed getting to know our Corporate Members as well, they're such a huge part of what we do and brilliantly supportive of UKRG. The overall experience has been excellent and I would strongly recommend this role to anyone looking to get more involved in the sector.'*

## 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.

#### **Jacqui Austin on being the Events Officer:**

*'The role of events officer has been a great opportunity to meet other registrars and network within our wider community. The UKRG events are increasingly well attended which is fantastic, even if it does make securing large enough free venues harder! Especially as my post was only for one year the time seems to have flown by since the handover meeting in November 2017 and I will miss being part of the UKRG team. I particularly enjoyed organising the Security event at York in April which was supported by great speakers including William Brown, Carol Warner and Andy Davis, who gave us all something to think about.'*

## PROFESSIONAL DEVELOPMENT OFFICER

### Purpose

To promote, encourage and support the professional development of Members, and to develop and implement strategies for attracting new members.

### Main duties:

- Organise one dedicated professional development event annually
- Facilitate the development of information and resources, for example:
  - Career planning toolkit
  - Mentoring matchmaking service
  - CPD based Social Media events
  - Career development case studies
- Seek opportunities for funding for Professional Development bursaries.
- Monitor job adverts submitted for advertising on UKRG website.
- Liaise with Chair to form strategic relationships with other organisations and individuals with similar and/or overlapping aims to UKRG, e.g. IAL, Institute of Risk Management, MA, Collections Trust, ACE, higher education and other training providers, recruitment agencies, career coaches, etc.
- Liaise with organisations or individuals who provide specialist or related training for registrars to gather details of available courses/training, and together with the Web Editor arrange to circulate details to members (liaising with Corporate and Development Officer where Corporate privileges may apply).
- Investigate the possibility of creating a formal accreditation or qualification for registrars.
- Develop and implement strategy for generating feedback from membership about career development issues.
- Develop and implement strategy for attracting new members.

### Other information:

#### Lyn Stevens on being the Professional Development Officer:

*'During my time as a committee member for UKRG I have gained new skills and knowledge, which I will take with me into future roles. The rolling out of the European Standard Courier Training at Tate in 2017 was a highlight for me. It was great to be involved in the development of this training and see it being put into action. Being a committee member has given me a great opportunity to communicate with other Registrars and think about their development needs. It puts you in a great position to be aware of current issues within the world of Registrars and contribute to new ideas. Everyone has been so friendly and supportive. I would recommend the experience to all Registrars.'*

## **SUPPORTING MEMBER (or SUPPORTING OFFICER)**

### **Purpose**

To support the other committee members during busy periods and to act as an additional voice for the wider membership. Also, to participate in the life of the committee, attending each meeting and contributing to discussions and decisions.

To ensure the continuous upkeep of the UKRG archive. This role coordinates the collection and deposit of necessary archive material from members as they leave their tenure on the committee. Responsible for coordination of necessary purchase of supplies, liaison with the archive host, and consultancy, as appropriate.

### **Input from other committee members**

As required by the specific tasks

### **Other information:**

#### **Frances Cole on being the Supporting Officer:**

*'The role of Supporting Officer is pretty varied – my ongoing task has been to maintain and add to the UKRG Archive and ensure processes are kept up to date. However, my role's flexibility means I have been able to get involved with a range of activities at committee level. I have assisted at events, drafted documents and questionnaires and complete administrative tasks on an ad-hoc basis. A key goal for me was to become more active in the Registrar community and by having a presence at every event, I have been able to meet colleagues from other museums and galleries and build a broader network of contacts across the country. With committee meetings held on the morning of events it has allowed me to attend more events than I would have otherwise been able to - and having our transport covered as committee members has been a great help, allowing me to travel to events I would not have otherwise been able to attend. Developing the membership survey and analysing data for the committee along with looking into the feasibility of an accreditation programme have been highlights of my two years on the committee. With a strong focus on developing mentoring and further CPD opportunities for the profession the next two years will be an exciting time to be a member of the committee!'*

## TREASURER

### Purpose

The Treasurer is responsible for managing the accounts of the UKRG, including forecasting, monitoring all income and expenditure, making payments and paying in cash and cheques into the Group's bank account with HSBC.

At the UKRG AGM, held every October, the Treasurer is responsible for presenting a report to the membership of income/expenditure for the UKRG Financial Year.

### Main Duties:

- Issue payments to various corporations and individuals for UKRG funded activities. These include events (venue hire, catering, speaker's expenses), travel bursaries, admin costs (e.g. postage), website related costs, as well as any other individual projects organised by the UKRG.
- Pay in cheques and cash received from individual and corporate subscriptions to the UKRG's bank account.
- Enter all expenditure and income into the account spreadsheet and check all transactions against the monthly bank statements.
- Update the membership database on the website as payments are received, and chase any outstanding late payments.
- Manage the UKRG budget and keep the UKRG committee informed of the current state of the Group's finances.
- Manage the issuing of travel bursaries for events and European Registrars Conference and keep records as to who has claimed each year.
- Organise the auditing of the UKRG accounts at the end of the Financial Year (31 August).
- Any other necessary duties, including research into any finance related issues.
- Report to the Chair on all financial matters, as requested.

### Input from other committee members:

- Treasurer produces receipts when fees have been paid and informs the Membership Secretary.
- The Treasurer works closely with the Membership Secretary and Corporate Membership Secretary to maintain the incoming budget
- The Treasurer liaises with the Events Officers, Secretary and Web Officers to ensure bursaries are taken for events
- The Treasurer works closely with other members of the committee to advise on financial matters and oversee the correct implementation of the budget

### Other information:

#### Bursaries:

- The UKRG offers travel bursaries for UK events, subject to conditions outlined.
- There are conference bursaries available for European Registrars Conference Speakers for UK events are able to claim back travel expenses.
- Committee members are able to claim back travel expenses for committee meetings and committee business were applicable.
- Committee members are able to claim a conference bursary for the European conference, subject to conditions outlined.

### Jenny Foot on being the Treasurer:

*'Being the Treasurer for the UKRG has been a rewarding and stimulating learning experience that has greatly enhanced my experiences in and knowledge of budget-management. I have developed my understanding of forecasting, monitoring and reporting and become very familiar with the quirks*



*of HSBC's business bank accounts! These experiences and skills are all transferable and will be incredibly useful to take forward with me in my working roles in the future.*

*One of the best parts of this particular role is the level of engagement you get with the membership in general. All members pay their fees and so in my two-year tenure, I have had the opportunity to liaise directly with all members through providing them with receipts for their fees, answering their queries on payments, and processing payments for their bursaries. I have also had the chance to meet members in person at events and conferences and, in doing so, to support the Group's aim of increasing awareness of the role of the registrar. This has been a great way of developing relationships with my colleagues and also making contacts that I look forward to maintaining even after my time on the committee comes to an end.*

*The role of Treasurer is one that does require a fair amount of time and effort to be committed to it, particularly in the lead up to and immediately following events and during the changeover to the new financial year. A knowledge of budgets isn't necessary but the willingness to work with excel and the ability to visit an HSBC branch (for paying in cheques) is. My predecessor was right when she said that, all that being said, being on the UKRG committee offers far more benefits than the time you put in, and I will be sad when the time comes for me to step down from my role.'*

## WEB OFFICER

### Purpose

Responsible for the technical and administrative management of the UKRG website including managing the hosting and web name renewals, developing the site so it continues to remain relevant and supporting and implementing content changes where necessary in conjunction with the Web Editor.

*(Please note there are written instructions for most tasks)*

### Main duties

- Renew hosting and web name licences including liaising with the Treasurer regarding payment of fees.
- Is the main point of contact for the UKRG's appointed Web Development Company and is responsible for liaising with them about hosting, technical changes to the site and fixing any problems that occur.
- Liaises with the Treasurer to agree the budget necessary for Website Maintenance and Hosting each year. Reports back on how this has been spent at the Annual General Meeting.
- Support the Web Editor with the publishing of the e-bulletin, maintaining the content of the website and implementing changes as necessary.
- Respond to enquiries about the website from members.
- Update the Contact Us page and other relevant areas of the site when new committee members are elected.
- Ensure that newly elected committee members have access to the relevant administration areas of the site.
- Maintain and develop the website to ensure that it is relevant and up-to-date.
- Provide support to committee members to ensure that they can use the website as follows:
  1. Web Editor updates content on all areas of the site.
  2. Events Officers update events section, when this is required.
  3. Corporate and Development Officer updates the Corporate Members page.
  4. Membership Secretary uses site to download lists of members and members email addresses. Applications to join UKRG can be completed by members on-line and these applications are emailed directly to the membership secretary for processing.
  5. Treasurer updates members' records on database when fees have been paid.
  6. Ensure that committee members change passwords at the start of their term.
- Ensures that the website remains GDPR compliant.
- Report with statistics on the use of the website at the Annual General Meeting.

### Other committee roles and their relationship to the UKRG website:

#### All Committee members

Contribute to decisions on web development and provide feedback on usability and suggestions for improvement of site.

#### Chair

Contributes to decisions on web development. Has overall approval of web development and content changes.

#### Web Editor:

Responsibility for content management of the website (see Web Editor job description)  
Contributes 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. Is the point of contact for queries from members about website logins.

**Treasurer:**

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

**Corporate and Development Officer:**

Applications to join UKRG can be completed by Corporate Members online 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.

**Liz Mylod on being the Web Officer:**

*'This has been my first Committee role, and I have enjoyed it immensely – my year has flown by! It is great to be part of the Committee and see how the UKRG is run. You don't need any technical expertise to be the Web Officer, as the website is made in user-friendly WordPress, which many people have used for blogging anyway. There's a very useful handbook that comes with the role and explains how to do everything as well. Any difficult or technical stuff that needs doing can be done by the company that provides web support. It has been a while since the website was overhauled, so the next two-year post would be in a great position to take on that challenge.'*