

CHAIR

Ian Tunbridge

- The overall management of the Society in line with the Constitution and works to ensure the future of the Society.
- Ensures the Society is lively and vibrant.
- Maintains a good relationships between the Committee, the Members and Area.
- Produces the monthly newsletter for Members in order to keep them up-to-date with LAS' news and activities.
- Takes the lead at the monthly meeting.
- Writes the Chair's annual report for the AGM and ensures the AGM is carried out in accordance with the Constitution.

PROGRAMME SECRETARY

Ian Tunbridge

- Compiles a programme of talks in conjunction with Bodmin and Truro.
- Liaises with the speaker regarding payment and all necessary arrangements for a successful visit.
- Works with the Membership Secretary to prepare and produce the new programme card.
- Liaises with Treasurer over payment.
- After the lecture gains members' feedback, discusses with the Committee and completes The Arts Society's online lecture review form.

TREASURER

Graham Clark

- Assists and advises the Chair and the Committee on all financial matters.
- Prepares an annual budget.
- Safeguards the Society's financial and other assets.
- Ensures that the Society keeps adequate reserves to ensure solvency.
- Works with the Membership Secretary to ensure subscriptions are received from all members and that other income from visitors and other sources is complete.
- Claims Gift Aid and prepares an annual return for submission to the Charity Commission.
- Prepares the accounts of the Society for appropriate approvals prior to presenting them at the AGM.

PRESIDENT

- The role of President acknowledges the length of service previously given to the Society.
- Provides support for the Chair who is able to call on his/her expertise and experience.
- Attends Committee meetings (no voting rights).
- Officiates at celebrations.
- Raises the profile of the Society.

SECRETARY

Liz Undy

- Principal administrative officer who provides clerical support for the Chair as required.
- Is familiar with the Society's Constitution and information from The Arts Society.
- Prepares relevant papers and circulates as required to Committee members or Society members in advance of either a Committee meeting or the AGM.
- Distributes relevant information to Members.
- Takes the minutes, subsequently agrees them with the Chair and circulates minutes of meetings for approval.
- Liaises with The Arts Society House and provides up to date information as required.

MEMBERSHIP SECRETARY

Kathryn Clark

- Deals with enquiries from potential new members, sends out application forms and provides a welcome pack.
- Keeps and updates an accurate membership list of current members' addresses and contact details and in accordance with GDPR.
- Updates LAS membership list via The Arts Society website to ensure Members receive the magazine.
- Ensures all members receive the programme card for the year.
- Liaises with the Treasurer over monitoring and processing membership renewals and pursues late / unpaid membership subscriptions.

ARTS AND HERITAGE VOLUNTEERING

Margie Tunbridge

- Identifies suitable Arts and / or Heritage Volunteering projects and secures the committee's approval.
- Accesses Society funds and available grants from TAS along with Liskeard Society's agreed funding level.
- Publicises a potential project to Members to garner interest and engage a team of volunteers to help carry out the work.
- Carries through any project.
- Liaises with the Arts or Heritage Volunteering Area Coordinator.
- Completes TAS online forms to submit, edit and sign off a project.

CHURCH RECORDING

Pat Francis

- Identifies a suitable church and liaises with the Church Warden / Vicar regarding the work.
- Gains the approval of the team of Church Recorders.
- Liaises with the Treasurer regarding any funding needed for the work.
- Keeps the Chair informed in order for the work to be publicised through the newsletter and at meetings.
- Carries through the work along with the team of Church Recorders as required.
- Liaises with the Church Recorders Association.
- Submits the final document to the relevant bodies.

GENERAL COMMITTEE MEMBERS

Anne Rundle

- Provides support for the Chair and the other members of Liskeard Arts committee.
- Serves the members of the Society.
- Has a good working knowledge of the constitution.
- Actively participates in discussions and decision-making processes of the committee.
- Ensures the Society is administered according to its rules and completes all legal and compliance obligations.
- Attends and actively participates and contributes in committee meetings.
- Undertakes tasks at the request of the Chair if at all possible.

DISCOVERY DAYS, VISITS AND TOURS

Mary Utton

- Arranges any Discovery Days, visits and tours LAS may hold.
- Takes proposals to the committee for approval.
- Contacts lecturer(s) and / or venues to discuss title, content and format of a Discovery Day, visit or tour, fees, travel costs, accommodation costs etc.
- Makes necessary bookings as required.
- Advertises the event and produces the booking form.
- Takes bookings and payment.
- Carries out a risk assessment.
- Ensure participants have the organiser's mobile number and relevant information prior to the event.

PUBLICITY

Mary Utton

- Creates the publicity materials to promote the Society's programme.
- Is aware of current copyright law and use of images.
- Liaises with the Chair as required regarding external communications and events.
- Implements social media strategies that build brand awareness, generates inbound traffic and membership take-up.
- Stays current with social media trends and best practices.
- Liaises with the website administrator regarding the day to day running of the Society .
- Monitors and provides the Committee with regular feedback.

