



### **Group Purpose**

The Scottish Transport and Industry Collections and Knowledge network aims to promote care and enjoyment of these collections. Through research, stewardship and advocacy, STICK will encourage wider engagement with transport and industrial collections across Scotland.

### **Objectives –STICK will:**

1. Develop opportunities to advance acquisition, care, development, research and interpretation of transport and industry collections in Scotland
2. Identify key issues facing the long-term stewardship and development of transport and industry collections and work together to tackle these
3. Promote, encourage and advance access to Scottish transport and industry collections through a variety of mechanisms
4. Support informed, efficient and confident decision making in the acquisition and long-term care of transport and industrial heritage across Scotland

### **Steering Group Roles**

Outlined in the STICK Constitution is the requirement to have a number of specific office bearers within the Steering Group:

- **Chair**
- **Vice-Chair**
- **Membership Secretary**
- **Treasurer**
- **Digital Content Manager**

### **Steering Group Meetings and Membership Events**

- Steering Group meetings will take place 3 times per year minimum
- A minimum of two Membership events are planned annually including the AGM

### **General Steering Group Responsibilities**

- To work with other Steering Group members to produce an Annual Programme and achieve its objectives
- To raise the profile of STICK and its aims and objectives
- To regularly attend and actively contribute to committee meetings
- To, where possible, attend all planned membership events

- To ensure the Steering Group is acting in the best interests of the members as a whole;
- To ensure the Steering Group is acting within the parameters of the Constitution.

### Specific Responsibilities

<p><b>Chair</b></p>	<ul style="list-style-type: none"> <li>• Prepares meeting agendas and circulates them to the Steering Group</li> <li>• Acts as the focal point for STICK and is the lead contact with other Networks and organisations</li> <li>• Chairs meetings and AGM Prepares the AGM Papers including the Chair's Address</li> <li>• Ensures all steering group members are doing their jobs</li> <li>• Attends committee meetings and STICK events</li> </ul>
<p><b>Vice-Chair</b></p>	<ul style="list-style-type: none"> <li>• Chairs meetings and AGM when the Chair is unavailable.</li> <li>• Supports the Chair in the role of focal point for the STICK and contact with other networks and organisations</li> <li>• Manages events, with the help of other steering group members</li> <li>• Ensures all steering group members are doing their jobs</li> <li>• Attends committee meetings and STICK events</li> </ul>
<p><b>Membership Secretary</b></p>	<ul style="list-style-type: none"> <li>• Develops membership</li> <li>• Receives membership forms and maintains accurate &amp; confidential membership list</li> <li>• Undertakes all membership contact, in terms of Events, including AGM</li> <li>• Sends and receives all membership correspondence on behalf of the steering group</li> <li>• Attends steering group meetings and STICK events</li> </ul>
<p><b>Treasurer</b></p>	<ul style="list-style-type: none"> <li>• Collects subscriptions</li> <li>• Keeps a firm control over bank account being responsible for a written account of all monetary transactions, payment of expenditure and banking income</li> <li>• Arranges an annual external review of</li> </ul>

	<p>accounts</p> <ul style="list-style-type: none"> <li>• Prepares and presents an Annual Statement of Accounts at AGM</li> <li>• Attends steering group meetings and STICK events</li> </ul>
<b>Digital Content Manager</b>	<ul style="list-style-type: none"> <li>• Develops and maintains STICK website</li> <li>• Develops and maintains the OTNU database</li> <li>• Looks for online opportunities to raise the profile of STICK</li> <li>• Advises working groups of online opportunities</li> <li>• Attends steering group meetings and STICK events</li> </ul>
<b>Ordinary Member</b>	<ul style="list-style-type: none"> <li>• Contributes to the smooth running by undertaking any duties associated with the successful delivery of STICK specifically at Events and on Working Groups</li> <li>• Attends steering group meetings and STICK events</li> <li>• Contributes regularly to STICK website, flickr account and blog</li> </ul>
<b>Ex-officio Member</b>	<ul style="list-style-type: none"> <li>· Brings information from sector to STICK meetings.</li> <li>· Contributes to the smooth running by undertaking any duties associated with the successful delivery of the support of the sector</li> <li>· Attends committee meetings and STICK events</li> </ul>